<table>
<thead>
<tr>
<th>Session</th>
<th>Content</th>
</tr>
</thead>
</table>
| **1** | **Working with Multiple Sheets**  
- Formula references to other sheets  
- Link worksheets and consolidate data  
- Grouping sheets  
- Move, copy, insert and delete sheets  
- Cut, copy, paste and paste special |
| **2** | **Sorting and Filtering Data**  
**Working with Larger Worksheets**  
- Database filters  
- Freeze panes  
- Use multiple windows  
- Hide and unhide rows  
- Insert and remove page breaks  
- Set insert titles  
- Zoom  
- Naming one or more ranges  
- Using a named range reference in one or more formulas |
| **3** | **Lookup Functions**  
- Using Vlookup and/or Hlookup  
**Intermediate Charting**  
- Add and delete a series from an existing chart  
- Create a two axis chart  
- Create a radar chart  
- Creating charts with appropriate formatting |
| **4** | **Templates**  
- Creating a workbook template  
- Creating a new workbook based on a user-defined template  
- Edit a workbook template  
- Creating a workspace consisting of two or more workbooks  
- Consolidating data from two or more worksheets |