

## CHAPTER OVERVIEW

### 7: Microsoft Excel Intermediate Skills

#### Learning Objectives

- Analyze data with Excel
- Use Flash Fill and AutoSum
- Add and format graphics
- Create and modify charts

[7.1: Why It Matters- Microsoft Excel Intermediate Skills](#)

[7.2: Introduction to Using Excel for Data Analysis](#)

[7.3: Sorting Data](#)

[7.4: Filtering Data](#)

[7.5: Functions](#)

[7.6: Introduction to Automating Data Entry](#)

[7.7: Flash Fill](#)

[7.8: SUM Data](#)

[7.9: Simple Math](#)

[7.10: Introduction to Graphics](#)

[7.11: Graphics](#)

[7.12: Modify Graphics](#)

[7.13: Format Graphics](#)

[7.14: Introduction to Charts](#)

[7.15: Charts](#)

[7.16: Clustered Column Charts](#)

[7.17: Chart Styles](#)

[7.18: Putting It Together- Microsoft Excel Intermediate Skills](#)

[7.19: Assignment- Analyze Yearly Trends](#)

[7.20: Discussion- Hard Return within a Cell](#)

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