

Microsoft Excel Skills Assessment



Name:

Company:

This section of the questionnaire is to gauge your existing Microsoft Excel skills at an introductory level. If you can perform (with or without assistance), most of the tasks below you are have the necessary skills to enrol in the Excel Intermediate level course.

Topics Can you.....	Can Perform	Can Perform with Assistance	Cannot Perform	How recently have you done this? (if applicable)
▶ Create, save & print workbooks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▶ Select and move around worksheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▶ AutoFill data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▶ Total figures using AutoSum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▶ Format rows & columns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▶ Insert/delete cells, rows & columns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▶ Format worksheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▶ Construct simple formulas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▶ Create, edit and format Charts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▶ Add drawing objects to Charts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

This section of the questionnaire is to gauge your existing Microsoft Excel skills at an intermediate level. If you perform (with or without assistance), most of the tasks below you are able to enrol into an Excel Advanced level course.

Topics Can you.....	Can Perform	Can Perform with Assistance	Cannot Perform	How recently have you done this? (if applicable)
▶ Construct formulas using relative and absolute references	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▶ Create, edit and format Charts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▶ Add drawing objects to Charts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▶ Freeze document panes and split worksheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▶ Rename, insert, delete, copy, group worksheets within the workbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▶ Summarise data with data consolidation and 3D links	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▶ Use Functions: Sum, Max, Min, Aver., PMT, PV and IF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▶ Create and protect templates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▶ Protect Workbooks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Is there anything in particular that you would like to know how to use?

Please contact a TP human capital training representative to discuss your options further.