

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 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"/>	
Format font, numbers and cell alignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Format rows & columns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understand and use Ranges	<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 Charts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Filter data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understand Relative and Absolute Cell References	<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 and all the tasks above, 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)
Create and use Complex Formula	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create and format Chart Objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understand Chart Elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understand and use Number Format Techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understand and use Conditional Formatting	<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"/>	
Freeze document panes and split worksheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use Functions: Sum, Max, Min, Aver., PMT, PV, IF and LOOKUP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create and protect templates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Create and work with Worksheet Tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there anything in particular that you would like to know how to use?				

Name:

Company: