

MICROSOFT EXCEL SELF-ASSESSMENT

COMPANY:

NAME:

DATE:

Please tick the appropriate box to show what you consider to be your skills for each topic.

1 - No knowledge

2 - Some knowledge

3 – Competent

| Section | Topic | 1 | 2 | 3 |
|-----------------|--|---|---|---|
| Getting Started | Open & Close Excel | | | |
| | Create a new workbook | | | |
| | Open an existing workbook | | | |
| | Open several workbooks & switch between them | | | |
| | Save workbook, change location, name & file type | | | |

| | | | | |
|----------|--|--|--|--|
| Settings | Layout of the screen and names for associated sections | | | |
| | Zoom control | | | |
| | Freeze/unfreeze row/column titles | | | |
| | Split screen | | | |

| | | | | |
|--------------------|--|--|--|--|
| Working with cells | Enter number, date, text in a cell | | | |
| | Select a cell, range of cells adjacent & non adjacent | | | |
| | Select a column/row, range adjacent & non adjacent | | | |
| | Select whole worksheet | | | |
| | Insert & delete rows/columns | | | |
| | Modify size of columns/rows | | | |
| | Add to or replace cell content | | | |
| | Undo & redo | | | |
| | Auto fill tool, copy handle | | | |
| | Delete cell contents | | | |
| | Find & replace | | | |
| | Sort data in cell range | | | |
| | Move/copy content of cell(s) within & between worksheets/ workbooks | | | |

| | | | | |
|--------------------------|--|--|--|--|
| Formatting cell contents | Numbers to specific decimal places | | | |
| | Date styles | | | |
| | Currency symbols | | | |
| | Percentages | | | |
| | Font type, size & colour | | | |
| | Bold, italic underline | | | |
| | Borders & shading to cell(s) | | | |
| | Text wrapping | | | |
| | Alignment | | | |
| | Merge & Centre | | | |
| | Formatting non-adjacent cells simultaneously | | | |
| | Use of the Format Painter | | | |

| | | | | |
|-------------------------|--|--|--|--|
| Working with worksheets | Insert / Rename / Delete worksheet(s) | | | |
| | Colour worksheet tabs | | | |
| | Change the order of worksheets | | | |
| | Copy worksheet within & between workbooks | | | |
| | Working on more than one worksheet simultaneously | | | |
| | Carrying figures forward across worksheets / workbooks | | | |

| | | | | |
|-----------------|--|--|--|--|
| Prepare & print | Page setup – orientation, margins, fit to page(s) | | | |
| | Headers & footers – add or modify text/fields | | | |
| | Show/hide gridlines or row/column headings | | | |
| | Automatic title row(s) on each page | | | |
| | Print preview | | | |
| | Print all/ chosen part of worksheet, chart or more than 1 copy | | | |

| | | | | |
|----------------------|--|--|--|--|
| Formulas & functions | Formulae using cell references & operators (+ - * /) | | | |
| | Error values | | | |
| | Sum, average, min, max & count functions | | | |
| | Relative, mixed & absolute cell references | | | |
| | Logical IF function | | | |
| | Nesting Functions | | | |
| | Lookups (Vlookup / Hlookup) | | | |

| | | | | |
|-----------------|---|--|--|--|
| Charts / Graphs | Create chart from data | | | |
| | Chart types – column, bar, line, pie | | | |
| | Add/remove title/label | | | |
| | Change background colour / colours of columns, bars etc | | | |
| | Change chart type | | | |
| | Resize & delete chart | | | |

| | | | | |
|-------------------|------------------------------------|--|--|--|
| Advanced features | Creating and managing named ranges | | | |
| | Conditional formatting | | | |
| | Data validation | | | |
| | Protecting your work | | | |
| | Auditing tools | | | |
| | Pivot tables | | | |

Once completed, please scan and send to info@excellencetraining.co.uk