

Excel Assessment

Please check off the amount of knowledge you have with each topic listed. Make additional notes if required.

Name:		Company Name:	
Position:		Email:	

How many years have you used this program?	What version are you using?
--	-----------------------------

Introductory Level

Topic	No, Never	Sometimes	Yes, Always
Are you familiar with the different parts of the Excel Window? The Tool bars, Worksheet Tabs, Menus & Scroll Bars			
Do you know how to access the menu without a mouse? Using your keyboard?			
Do you know how to move to the last cell in a worksheet using the keyboard?			
Do you edit data in a cell using the mouse? Keyboard?			
Can you identify all the tools in the standard and formatting toolbars?			
Using Zoom Control do you know how to magnify data by 400%?			
Do you select text by using methods other than click & drag?			
Can you select text that is in Non Adjacent Cells?			
Can you select entire Columns and Rows?			
Can you select a Large Range of text (without using Click & Drag)?			
Have you ever used the Drag & Drop method to move text?			
Can you insert Rows and Columns?			
Do you resize Columns and Rows in your spreadsheets?			
Have you ever Centered titles across more than 1 column?			
Do you use Number Formats such as \$, %?			
Have you entered Formulas to automatically add numbers together?			

Send Completed Forms to mission@xplornet.com



Excel Assessment

Please check off the amount of knowledge you have with each topic listed. Make additional notes if required.

Topic	No, Never	Sometimes	Yes, Always
Have you entered Formulas to automatically subtract numbers?			
Have you entered Formulas to automatically multiply or divide data?			
Have you ever used Absolute Addressing in a Formula?			
Have you used the function Autosum feature?			
Have you used the function Autofill?			
Have you used the Freezing Panes feature?			
Have you used the Split window feature?			
Have you used the AutoFormat feature?			

Intermediate Level

Topic	No, Never	Sometimes	Yes, Always
Do you use the Function Wizard?			
Have you created Mathematical functions?			
Have you created Financial functions?			
Have you created Logical functions?			
Have you created Date & Time functions?			
Have you created Table Lookups?			
Do you work with multiple worksheets to add data together?			
Do you Link worksheets with formulas?			
Can you create a chart in a Worksheet?			
Do you know how to move or Size an embedded chart?			
Do you sort data in your spreadsheets?			
Do you know how to find data (using the Find feature)?			
Have you ever maintained your list using Data Form?			

Send Completed Forms to mission@xplornet.com



Excel Assessment

Please check off the amount of knowledge you have with each topic listed. Make additional notes if required.

Do you use the Autofilter feature?			
Do you use the Subtotals feature?			

Advanced Level

Topic	No, Never	Sometimes	Yes, Always
Have you used the Auditing features?			
Do you protect your spreadsheets?			
Have you used the What if analysis tool?			
Have you created Pivot Tables?			

Other Notes, areas that you want to specifically learn more about:

From time to time we send out a Newsletter with valuable tips and tricks. This is a great way to extend your learning. Please check this box & sign below to authorize us to include you in our mail-outs.

Signature