

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?	

On a Scale of 1 to 10, how comfortable are you with this program?

1 = Not comfortable, no experience

10 = Very comfortable, I could teach it!

1 2 3 4 5 6 7 8 9 10

What do you struggle with the most (with this program)?

Introductory Level

Topic	No, Never	Sometimes	Yes, Always
Do you know how to access the menu without a mouse? Using your keyboard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how to move to the last cell in a worksheet using the keyboard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you identify all the buttons on the Home Ribbon?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Using Zoom Control do you know how to magnify data by 400%?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you select text by using methods other than click & drag?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you select text that is in Non Adjacent Cells?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you select a Large Range of text (without using Click & Drag)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever used the Drag & Drop method to move text?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you insert Rows and Columns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you resize Columns and Rows in your spreadsheets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever Centered titles across more than 1 column?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how to enter Formulas? Give Examples.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Send Completed Forms to mission@xplornet.com



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Topic	No, Never	Sometimes	Yes, Always
Have you ever used Absolute Addressing in a Formula?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you used AutoSum?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you used Autofill?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you used the Freezing Panes feature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you used the Split window feature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you used the AutoFormat feature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Intermediate Level

Topic	No, Never	Sometimes	Yes, Always
Do you use the Insert Function when creating formulas? The <i>fx</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you created Logical functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you created Date & Time functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you created Table Lookups?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you work with multiple worksheets to add data together?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you Link worksheets with formulas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can you create a chart in a Worksheet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you sort data in your spreadsheets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how to find data (using the Find feature)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use the Filter feature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you use the Subtotals feature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Advanced Level

Topic	No, Never	Sometimes	Yes, Always
Have you used the Auditing features?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you protect your spreadsheets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you used the What if analysis tool?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you created Pivot Tables?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you used Conditional Formatting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how to Format as a Table?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you know how to Split Cell Data or Join Cell Data together?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Date