



Microsoft Excel

Advanced

Pre Course Questionnaire

Please put a cross in the appropriate box - **A** = No knowledge – **B** = Some knowledge - **C** = Competent

Advanced functions

Date & time

Lookup

Sumif & Countif

Sub total – trend – frequency

A	B	C

Advanced chart options

Menu options

Adding trend lines

Adding moving averages

Using 3D chart view

Add data labels & markers

Outlines

Create an outline

Work with an outline

Objects

Use drawing tools

Use Word-art

Create drawing objects

Delete drawing objects

Styles

Using styles

Deleting styles

Data analysis

Descriptive statistics

Correlation

Histograms

Sampling

Input tables

One input data table

Two input data tables

A	B	C

Data consolidation

Edit reference areas

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Macros

Record a macro

Run a macro

Assign a button or menu

Auditing

Trace precedents

Trace dependents

Trace errors

Add data validation

Forms

Create a form

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Create web pages

Publishing on the web

Updating to the web

Sharing workbooks

Tracking changes

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Importing data

Getting external data

Convert text to columns

Name: _____

Organisation: _____

Training date: _____

Signed: _____