



Microsoft Excel

Intermediate

Pre Course Questionnaire

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

Spreadsheet appearance

A	B	C

- Using zoom
- Using multiple windows
- Using freeze panes

Advanced cell formatting

A	B	C

- Merging and splitting cells
- Change text orientation
- Using the format painter

Protection

A	B	C

- Cell & workbook protection
- Hiding cells/rows/columns

Cell comments

A	B	C

- Create & display comments

Names

A	B	C

- Create names
- Apply & paste names

Advanced cell editing

A	B	C

- Using the spell checker
- Using paste special
- Transporting data

Advanced printing

A	B	C

- Add headers & footers
- Print selection/area/titles

Templates

A	B	C

- Create your own workbook
- Accessing templates

Advanced formulas

A	B	C

- Create percentages
- Add cumulative totals
- Check formulas & errors
- Using data series

Solver

A	B	C

- Using goal seek
- Using solver

Create & use scenarios

A	B	C

- Create scenarios
- Browsing scenarios
- Route/merge scenarios

Using linking

A	B	C

- Linking workbooks

Create & print reports

A	B	C

- Headers and Footers
- Print areas and selection
- Print Titles
- Page Breaks

Sorting data

A	B	C

- Sorting
- Sort data & a list

Filter lists

A	B	C

- The custom auto-filter
- Extract filtered data

Pivot-tables

A	B	C

- Create pivot-tables

Name: _____
Organisation: _____

Training date: _____
Signed: _____