



Microsoft Excel

Introductory

Pre Course Questionnaire

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

Fundamentals

	A	B	C
Spreadsheet principles			
Menus, toolbars & task bar			
Moving around			
Using help			

Spreadsheet modelling

Spreadsheet structure			
Creating a spreadsheet			
Entering labels & numbers			

Formulas

Add, subtract, multiply, divide			
Using brackets			
Using auto-sum			
Using absolute addressing			

Save open & close workbooks

Starting a new workbook			
Saving & closing workbooks			
Opening a workbook			

Ranges

Filling a range			
Using the fill handle			

Moving & copying

Cut, copy & paste			
Copying a range of cells			
Copying formulas			

Formatting cells

	A	B	C
Bold, italic & underline			
Change font/size/colour			
Format numbers			
Format dates & times			
Aligning data in cells			
Add cell boarder/shades			

Printing

Using print preview			
Using page setup			
Printing			

Editing cells

Editing data			
Editing formulas			
Using undo & redo			
Editing directly in a cell			

Format spreadsheets

Change column widths			
Change row heights			
Insert rows & columns			
Delete rows & columns			
Renaming spreadsheets			

Charts

Create & format charts			
Printing charts			

Name: _____

Training date: _____

Organisation: _____

Signed: _____