



# Excel Skills Assessment

## Basic requirements

This assessment is designed to help you determine which Excel class you should take (Essentials Part 1 or Part 2). Please check one choice for each skill listed:

| Excel basics   | No problem | Needs refresher | No idea | Required for my job |
|--|------------|-----------------|---------|---------------------|
| Identify the elements of the Excel interface                       |            |                 |         |                     |
| Describe difference between workbooks and worksheets               |            |                 |         |                     |
| Create a basic worksheet (enter values & labels)                   |            |                 |         |                     |
| Save a workbook  |            |                 |         |                     |
| Edit worksheet data (edit text and values in a cell)               |            |                 |         |                     |
| Use Autofill options   |            |                 |         |                     |
| <b>Fundamentals of formulas/functions</b>                          |            |                 |         |                     |
| Understand terminology (syntax, argument, label, value, field)     |            |                 |         |                     |
| Create simple math formulas  |            |                 |         |                     |
| Calculate order of operations                                      |            |                 |         |                     |
| Use Absolute References  |            |                 |         |                     |
| Insert functions in a worksheet (AUTOSUM options)                  |            |                 |         |                     |
| <b>Formatting worksheets</b>                                       |            |                 |         |                     |
| Work with rows/columns (size, insert/delete, hide/unhide)          |            |                 |         |                     |
| Modify the appearance of a worksheet (margins, fonts, orientation) |            |                 |         |                     |
| Merge cells  |            |                 |         |                     |
| Add borders and color to cells                                     |            |                 |         |                     |
| Apply number formats   |            |                 |         |                     |
| Align cell contents  |            |                 |         |                     |
| Use Format Painter   |            |                 |         |                     |
| <b>Working with workbook</b>                                       |            |                 |         |                     |
| Work with worksheets (insert/delete, move, hide/unhide)            |            |                 |         |                     |
| Copy worksheets  |            |                 |         |                     |
| Format worksheet tabs  |            |                 |         |                     |
| Freeze/unfreeze panes  |            |                 |         |                     |
| Arrange windows and use zoom feature                               |            |                 |         |                     |
| <b>Printing</b>  |            |                 |         |                     |
| Create Header/Footer   |            |                 |         |                     |
| Use page Layout View & Page Break preview                          |            |                 |         |                     |
| Change page orientation  |            |                 |         |                     |
| Set Print Area   |            |                 |         |                     |
| Set Print Titles   |            |                 |         |                     |
| Insert/remove Page Breaks  |            |                 |         |                     |
| Print a range  |            |                 |         |                     |
| <b>Totals</b>  |            |                 |         |                     |

**Your score:**

Count the number of checkmarks in the “No problem” and “Needs refresher” column. If the total is  $\geq 24$ , you have a good understanding of basic Excel skills – you should take the Essentials – Part 2 class.

Please include your name for class scheduling purposes: \_\_\_\_\_