

You work with Excel and know the basics. Do you know (or need) the additional essential skills that are covered in the **Excel Essentials - Part 2** class? Check your knowledge comfort level in performing each activity listed.

| Excel Functions | Yes | No | Needed for my job |
|--|-----|----|-------------------|
| Use the Insert Function button/dialog box to create functions | | | |
| Find functions to use for specific tasks | | | |
| Use function categories to find a specific function | | | |
| Use basic Financial functions – PMT, FV, NPER | | | |
| Use basic Logical functions – IF, AND, OR | | | |
| Use basic Text functions - CONCATENATE, CLEAN, TRIM | | | |
| Use basic Time functions - TODAY, NETWORKDAYS, WEEKNUM | | | |
| Use basic Lookup & Reference functions - HLOOKUP, VLOOKUP, HYPERLINK | | | |
| Working with Range names | | | |
| Advantages of using range names | | | |
| Creating range names & proper syntax | | | |
| Using range names in functions/formulas | | | |
| Editing existing ranges | | | |
| Sorting / Filtering | | | |
| Work with auto-filter options | | | |
| Create custom filters | | | |
| Use Filter by example | | | |
| Use Conditional Formatting | | | |
| Linking worksheets/workbooks | | | |
| Create worksheet groups | | | |
| Copy worksheets | | | |
| Build links between worksheets/workbooks | | | |
| Create 3D formulas | | | |
| Total marked as 'Yes' | | | |

Determine your skill level relative to the material taught in this class. If your total 'yes' responses is equal to or greater than 16, you know at least 80% of the material taught in Excel Essentials - Part 2.

Excel Essentials - Parts 1 & 2 class outlines can be found at – ccr-consulting.net/pc-training.

Please provide your input regarding your Excel experience/needs (other side).

Question: (your input is important): When using Excel, do you ever say, ***“there has to be an easier way!”***. If your answer is “yes” – describe a brief scenario.

What topics/examples would you like to have emphasized in class?

(Optional) Name: _____