

Pre Training Assessment Excel

At Ardito, our commitment is to help you increase your computer skills through interesting and effective training sessions. Please help us ensure your training needs are met by completing the information on this sheet and returning it to your manager, or directly to us at the contact below.

Name:		Date:	
Company:		Phone:	

Please indicate which of the following skills and/or features of Excel you feel confident about by ticking the relevant boxes.

Excel Introduction

Enter and edit information in a worksheet and manage workbooks.
 Navigate worksheets and workbooks.
 Perform calculations on worksheet data.
 Manipulate worksheet data.
 Format the contents of a worksheet.
 Prepare, set up, and print information.

Excel Intermediate

Use lookup and logical functions.
 Create and edit charts.
 Modify chart options.
 Format chart objects
 Use styles, custom formats, and conditional formatting.
 Work with multiple worksheets and workbooks.

Excel Advanced

Sort and manage data in lists.
 Filter and query data.
 Use outlines on worksheets.
 Use the following Excel functions: lookup, information, date & time, database, text, and financial
 Use Pivot Tables to display and chart data.
 Use data tables and scenarios to make projections about data.
 Use Goal Seek and Solver add-in to analyse data.
 Formula audit worksheets.
 Protect worksheets and workbooks.
 Create and use macros.
 Use and create templates.
 Import and export information and documents.
 Use workgroup features.
 Work with custom views
 Consolidate data

Submit your completed form:

Email as an attachment to admin@ardito.co.nz

Or

Fax document on **07 857 0771**
 Attention – Administration