

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 Complete & Return to:

Fax: Attention – Administration on 07 857 0771 or scan and email back to us:

Email: admin@ardito.co.nz

Please indicate which of the following features of Excel you feel **confident** with by placing a “√” in 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

- Create and edit charts.
- Modify chart options.
- Format chart objects
- Use styles, custom formats, and conditional formatting.
- Prepare workbooks for publication on the World Wide Web.
- Use financial and logical functions.
- Work with multiple worksheets and workbooks.

Excel Advanced

- Sort and manage data in lists.
- Filter and query data.
- Use outlines on worksheets.
- Use lookup and database functions.
- Use Pivot Tables to display and chart data.
- Use data tables and scenarios to make projections about data.
- Use Goal Seek, Solver, and the Analysis ToolPak to analyse data.
- 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 and Report Manager.
- Create and modify data maps.

This is to confirm that the information given above is correct

Signed _____

dated. _____