

Excel Advanced

You can use the following checks to assess your Microsoft Excel skills against the syllabus for Advanced ECDL Spreadsheets.

Use the following skill levels to describe how well you know the features:

5. I feel competent with this feature and can use it confidently
4. I feel competent with this feature but I could benefit from support
3. I am aware of this feature, but would need some guidance in using it
2. I am not familiar enough with this feature to use it confidently
1. I am not familiar with this feature at all

Rows, columns and formatting

	Current skill level
I can freeze a column or row so it stays visible when the spreadsheet scrolls	1 2 3 4 5
I can hide columns to remove them from view without deleting them	1 2 3 4 5
I can unhide specific columns	1 2 3 4 5
I know how to hide and unhide worksheets	1 2 3 4 5
I can apply an Autoformat to my worksheet, and select specific options from it	1 2 3 4 5
I can create custom number formats, for example to force leading zeroes to be displayed	1 2 3 4 5
I know how to use conditional formatting to apply formatting according to the values in my cells	1 2 3 4 5

Importing and analysing data

I know how to import delimited text files (e.g. CSV files)	1 2 3 4 5
I can use Paste Special to values, formats, formulas, or any combination of these to a worksheet.	1 2 3 4 5
I can use Paste Special to paste objects from other applications, e.g. a Word document	1 2 3 4 5
I can sort data by particular column, and by more than one column	1 2 3 4 5
I can use Autofilter to view only data with specific values	1 2 3 4 5

Manage access to your workbooks and formulas

I know how to lock cells to make them visible but not editable	1 2 3 4 5
I can hide formulas so they do not show in the formula bar	1 2 3 4 5
I can give specific users access to edit ranges of cells	1 2 3 4 5
I can limit access to my workbook by applying a password	1 2 3 4 5

Templates

I can create a new workbook based on a template	1 2 3 4 5
I can create a template and save it to my templates folder	1 2 3 4 5
I know how to modify a template	1 2 3 4 5

Nicholson Solutions Ltd.

Westhill Business Centre, Arnhall Business Park, Westhill AB32 6UF

www.nicholsonssolutions.co.uk email info@nicholsonssolutions.co.uk tel 01224 330560 mobile 07779 102009

registered in Scotland no. 219816 VAT No. GB 774780977

Advanced charting options

I can modify axes to alter scale and labelling	1 2 3 4 5
I can modify axes to rotate text labels through 90 degrees	1 2 3 4 5
I can reposition chart elements (title, legend etc)	1 2 3 4 5
I know how to move the chart to a sheet of its own	1 2 3 4 5
I can select an appropriate chart type for my chart	1 2 3 4 5
In a chart with multiple data series, I can select a different chart type for one data series only	1 2 3 4 5
I can rearrange the order in which data series are displayed	1 2 3 4 5

Data analysis

I know how to use the Pivot Table wizard	1 2 3 4 5
I can select row, column and data fields from my data to create a pivot table	1 2 3 4 5
I can add Page fields to filter the data by one specific column	1 2 3 4 5
I can group Row fields, for example to show data by month	1 2 3 4 5
I can produce a separate worksheet for each value in my Page field	1 2 3 4 5
I know how to produce a pivot chart from my pivot table	1 2 3 4 5

Macros

I know how to record a macro and associate it with a keystroke	1 2 3 4 5
I know how to store macros in the workbook	1 2 3 4 5
I know how to make a macro available to me whenever I use Excel	1 2 3 4 5
I know how to run my macro	1 2 3 4 5

Auditing

I know how trace a formula's precedent and dependent cells	1 2 3 4 5
I can add comments to a worksheet to give user's guidance	1 2 3 4 5
I can display all the formulas in my worksheet	1 2 3 4 5
I know how to highlight invalid data in my worksheet	1 2 3 4 5
I know how to monitor the value of a calculated cell using the Watch Window	1 2 3 4 5

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