

# MS Excel

Use the following basic skills assessment to determine your level of understanding of Microsoft Excel against our Standard Level Excel course.

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

## Getting into Excel

	Current skill level
I know how to open existing workbooks and save changes	1 2 3 4 5
I can create a new workbook and save changes	1 2 3 4 5
I know how to insert a new worksheet into a workbook	1 2 3 4 5
I can navigate between cells, and to a specific cell	1 2 3 4 5
I can delete data, and undo actions	1 2 3 4 5
I can select a range of cells, both adjacent and non-adjacent	1 2 3 4 5
I know how to use the Help function	1 2 3 4 5

## Rows, Columns and Formatting

I can insert new rows and columns	1 2 3 4 5
I can select formatting options	1 2 3 4 5
I can adjust column width and row height	1 2 3 4 5
I know how to freeze headers so they are always visible	1 2 3 4 5
I can use Autofill for data and formulae	1 2 3 4 5

## Page Setup and Printing options

I know how to select paper size & orientation	1 2 3 4 5
I know how to use Scaling	1 2 3 4 5
I know how to adjust the Margins	1 2 3 4 5
I know how to use Headers and Footers	1 2 3 4 5

## Sorting and filtering

I can sort data using one column or multiple columns	1 2 3 4 5
I know how to turn on filtering	1 2 3 4 5
I can use custom filter options	1 2 3 4 5

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## Formulae and Functions

I can apply basic arithmetic operations on cells	1 2 3 4 5
I understand the operator precedence feature	1 2 3 4 5
I can recalculate arithmetic operations	1 2 3 4 5
I can deal with Error messages	1 2 3 4 5
I can apply Sum and Autosum	1 2 3 4 5
I can use Average and the Function Wizard	1 2 3 4 5

## Charts

I know how to create a chart	1 2 3 4 5
I know how to chart single and multiple data series	1 2 3 4 5
I know how to change chart types	1 2 3 4 5
I can add titles and legends to my chart	1 2 3 4 5

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