

The wise choice for all your training needs...

Academy Training
Solutions Limited



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www.academytrainingsolutions.co.uk

Name: _____ Date: _____

Company: _____ E-mail: _____

Microsoft Excel Pre-Course Evaluation

This form enables us to assess your knowledge before the training and decide which level courses would best suit you. Our aim is for you to get the most out your training.

Please answer honestly Yes, No or Unsure to the following questions:

		Yes	No	Unsure
1	Have you used the Excel program before?			
2	Can you type into cells?			
3	Can you open, close, save work in Excel?			
4	Can you use the Excel toolbars?			
5	Do you use AutoSum?			
6	Have you worked with basic formulas in Excel? (plus, minus, multiply, divide, percentages)			
7	Do you know the BODMAS rule?			
8	Can you use absolute or relative cell referencing when copying formulas?			
9	Can you format a number as a Date?			
10	Can you format a worksheet? (borders, shading, merging, formatting text and numbers)			
11	Can you use Autoformat in Excel?			
12	Can you set up your spreadsheet to print effectively?			
13	Can you Link data from one workbook to another?			
14	Can you update connections to closed workbooks?			
15	Are you able to manipulate a graph in Excel?			
16	Can you insert, copy, move, group sheets in workbooks?			
17	Can you use the fill series feature and create your own custom lists?			
18	Are you able to split or freeze columns or rows in Excel?			
19	Can you use Find & Replace?			
20	Can you use all the options in paste special?			
21	Can you use conditional formatting?			
22	Can you sort data by multiple levels in Excel?			
23	Can you create and find records in an Excel database?			
24	Can you filter an Excel database?			
25	Can you use range names in formulas and to navigate?			
26	Have you used the IF, SUM & VLOOKUP functions?			
27	Can you use data validation in Excel?			
28	Do you use the sub-totalling feature?			
29	Can you create, manipulate and change calculations in a pivot table?			
30	Can you consolidate worksheets?			
33	Can you create recorded Macros in Excel?			