

## Skills inventory - Excel Advanced

Use the following form to gauge students' skill levels entering the class (students have copies in the introductions of their student manuals). For each skill listed, have students rate their familiarity from 1 to 5, with five being the most familiar. Emphasize that this is not a test. Rather, it is intended to provide students with an idea of where they're starting from at the beginning of class. If a student is wholly unfamiliar with all the skills, he or she might not be ready for the class. A student who seems to understand all of the skills, on the other hand, might need to move on to the next course in the series.

Skill	1	2	3	4	5
1 Using logical functions (IF, AND, OR, NOT, IFERROR)					
2 Using a formula to apply conditional formatting					
Using math and statistical functions (SUMIF, COUNTIF, AVERAGEIF, SUMIFS, COUNTIFS, AVERAGEIFS, and ROUND)					
3 Using the PMT function					
Using text functions (LEFT, RIGHT, MID, LEN, FIND, CONCATENATE, TRIM, UPPER, LOWER)					
4 Using date functions (TODAY, DAYS360, and NETWORKDAYS)					
5 Creating array formulas					
6 Setting calculation options for formulas					
7 Using lookup functions					
8 Using data tables to project values					
9 Validating data					
10 Using advanced filtering options					
11 Adjusting the scale of a chart and formatting data points					
12 Creating combination charts and trendlines					
13 Inserting sparklines					
14 Creating a custom chart template					
15 Adding and formatting graphics in a chart					
16 Creating, rearranging, and formatting PivotTables					
17 Using slicers to filter PivotTable data					
18 Creating PivotCharts					
19 Using PowerPivot to create a PivotTable					
20 Importing and exporting text files					
21 Using Goal Seek					
22 Creating scenarios					
23 Using the Quick Analysis tool					
24 Running and recording macros					
25 Assigning macros to buttons					
26 Editing VBA modules					
27 Copying macros between workbooks					
28 Checking for and fixing accessibility issues					
29 Inserting international symbols					
30 Using language options					
31					
32					