

## Skills inventory - Excel Basic

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 Understanding spreadsheet terminology					
2 Starting Microsoft Excel					
3 Identifying Excel interface components					
4 Identifying worksheet components					
5 Navigating in a worksheet					
6 Using a template					
7 Entering and editing text and values					
8 Using AutoFill to complete a series					
9 Creating basic formulas					
10 Entering cell references					
11 Editing formulas					
12 Working with the order of operations					
13 Saving workbooks					
14 Saving workbooks in different file formats					
15 Moving and copying data and formulas					
16 Applying absolute references					
17 Inserting and deleting ranges					
18 Using the SUM function					
19 Using the AutoSum button					
20 Using the AVERAGE, MIN, MAX, COUNT, and COUNTA functions					
21 Formatting text					
22 Formatting rows and columns					
23 Formatting numbers					
24 Applying conditional formatting					
25 Copying formatting					
26 Applying cell styles					
27 Creating charts based on worksheet data					
28 Applying chart types and chart styles					
29 Formatting chart elements					
30 Creating and editing a pie chart					
31 Inserting and modifying pictures					
32 Using data bars, color scales, and icon sets as conditional formatting					
33 Inserting and modifying SmartArt graphics					
34 Checking spelling in worksheets					
35 Using Find and Replace to change text and values					
36 Previewing and printing one or more worksheets					
37 Changing page orientation					
38 Setting margins					
39 Creating and formatting headers and footers					
40 Printing gridlines and headings					
41 Printing ranges					