

Skills inventory - Excel Intermediate

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 Locking rows and columns					
2 Splitting worksheets into panes					
3 Hiding and unhiding columns and worksheets					
4 Setting print titles					
5 Adjusting page breaks					
6 Switching between worksheets					
7 Naming worksheets and coloring worksheet tabs					
8 Managing multiple worksheets					
9 Printing multiple worksheets					
10 Creating 3-D formulas to link worksheets and workbooks					
11 Adding a Watch window					
12 Switching between workbooks					
13 Copying worksheets between workbooks					
14 Arranging windows to create workspaces					
15 Linking workbooks, creating external links, and redirecting links					
16 Applying built-in and custom number formats					
17 Applying and modifying themes					
18 Merging and splitting cells, and changing cell orientation					
19 Transposing data					
20 Using Paste Special operations					
21 Adding backgrounds and watermarks					
22 Creating outlines to summarize and consolidate data					
23 Creating subtotals and using multiple subtotal functions					
24 Creating custom views					
25 Naming cells and ranges, and using names in formulas					
26 Modifying and deleting names					
27 Sorting and filtering data					
28 Creating, formatting, and modifying tables					
29 Using structured references in table formulas					
30 Naming tables and creating functions with the [@] argument					
31 Customizing the Quick Access toolbar					
32 Saving and publishing a worksheet as a Web page					
33 Inserting, editing, and deleting hyperlinks					
34 Tracing precedent and dependent cells					
35 Tracing errors					
36 Adding comments to worksheets and workbooks					
37 Protecting a worksheet					
38 Protecting the workbook structure					
39 Sharing, merging, and tracking changes in workbooks					
40 Using the Document Inspector and marking workbooks as final					
41 Changing default application settings					
42 Customizing the ribbon					
43 Creating and modifying templates					