Pre Training Assessment
Excel

At Ardito, our commitment is to help you increase your computer skills through interesting and effective training sessions. Please help us ensure your training needs are met by completing the information on this sheet and returning it to your manager, or directly to us at the contact below.

Name:		**Date:**	
Company:		**Phone:**	

Please indicate which of the following skills and/or features of Excel you feel confident about by ticking the relevant boxes.

Excel Introduction

- ☐ Enter and edit information in a worksheet.
- ☐ Navigate worksheets and workbooks.
- ☐ Use Autosum to calculate data.
- ☐ Use formulas to add, subtract, divide and multiply
- ☐ Use absolute and relative cell referencing
- ☐ Insert and delete rows and columns.
- ☐ Format the contents of a worksheet (shading, borders, alignment).
- ☐ Insert headers/footers
- ☐ Print information.

Excel Intermediate

- ☐ Use Vlookup function.
- ☐ Use IF function.
- ☐ Use and understand absolute and relative cell referencing.
- ☐ Name a range of cells
- ☐ Sort and filter data   ☐
- ☐ Create and edit charts.
- ☐ Use styles and conditional formatting.
- ☐ Work with multiple worksheets and workbooks.

Excel Advanced

- ☐ Sort and manage data in lists.
- ☐ Filter and query data.
- ☐ Use outlines on worksheets.
- ☐ Use the following Excel functions: lookup, information, date & time, database, text, and financial
- ☐ Use Pivot Tables to display and chart data.
- ☐ Use data tables and scenarios to make projections about data.
- ☐ Use Goal Seek and Solver add-in to analyse data.
- ☐ Formula audit worksheets.
- ☐ Protect worksheets and workbooks.
- ☐ Create and use macros.
- ☐ Use and create templates.
- ☐ Import and export information and documents.
- ☐ Work with custom views
- ☐ Consolidate data

Submit your completed form:

Email as an attachment to **admin@ardito.co.nz**