

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

- ☐ Working with Nested Ifs
- ☐ AND/OR Functions
- ☐ ISERROR and IFERROR
- ☐ ISBLANK Function, Round Function
- ☐ CONCAT, Left, Right, Mid, Value functions
- ☐ SUMIF and SUMIFS
- ☐ Filtering data using slicers and wildcards
- ☐ Use Data validation to create a drop-down list and audit data
- ☐ Dynamic Arrays (Spilling, Filter, Sort, Sort by and Unique)
- ☐ VLOOKUP, XLOOKUP, MATCH & INDEX
- ☐ Use Pivot Tables to display and chart data.
- ☐ Auditing worksheets.
- ☐ Protect worksheets and workbooks.
- ☐ Work with custom views
- ☐ Create and use macros (non-VBA).

Submit your completed form:

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