**Pre Training Assessment**

**Microsoft Excel**

At Reboot Computer Training, 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.

**Submit your completed form:**

Email as an attachment to [**admin@reboottraining.co.nz**](mailto:admin@reboottraining.co.nz)  
**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).