

Skills Inventory for Excel: Intermediate

Use the following form to gauge students' skill level 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's 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 every skill, on the other hand, might need to move on to the next course in the series.

Skill	1	2	3	4	5
Switching between workbooks, and copying a worksheet to another workbook					
Creating 3-D formulas to link worksheets and workbooks					
Adding a Watch window					
Linking workbooks, creating external links, and redirecting links					
Creating a workspace					
Applying built-in and custom number formats					
Using functions to format text					
Creating, modifying, and applying styles					
Applying and modifying themes					
Merging and splitting cells, and changing cell orientation					
Transposing data					
Adding backgrounds and watermarks					
Creating outlines to summarize and consolidate data					
Creating subtotals and using multiple subtotal functions					
Naming cells and ranges, and using names in formulas					
Modifying and deleting names					
Defining and applying 3-D names					
Sorting and filtering lists					
Using advanced filtering options					
Creating, formatting, and modifying tables					
Applying structured referencing in table formulas					
Calculating sum, average, and count values in a filtered table list					
Saving and publishing a worksheet as a Web page					
Saving a workbook as a PDF file					
Inserting and editing hyperlinks					
Sending worksheets via e-mail					
Using advanced chart formatting options					
Creating combination charts and trendlines					

Inserting and formatting graphic elements in charts					
Using auditing features					
Adding comments to worksheets and workbooks					
Protecting a worksheet					
Sharing, merging, and tracking changes in workbooks					
Using the Document Inspector and marking workbooks as final					
Changing default application settings					
Using built-in templates, and creating and managing templates					