

## Self-Assessment – Excel Skill Building Workshops

In order to determine which level Excel Workshop to register for first, answer each question with YES or NO. Add up the number of YES responses.

- Fewer than 10 YES answers: complete the Beginner Excel Workshop first
- Between 10 and 20 YES responses: start in the Intermediate Excel Workshop
- More than 20 YES answers: try out the Advanced Excel Workshop first

YES

NO

1. Are you able to identify cell addresses, rows, columns, and worksheets?

2. Are you able to enter text and numbers into cells?

3. Are you able to change the background colour and the font colour of cells?

4. Are you able to change number format of content inside of cells, including percentages, decimals, commas and dollar signs?

5. Are you confident using the Format Painter tool?

6. Can you change the row height and the column width?

7. Can you insert, delete, hide and unhide columns and rows?

8. Can you copy, move, insert, delete, hide and unhide worksheets within a workbook?

9. Are you able to create simple mathematical equations by referencing multiple cells?

10. Are you able to create simple (single argument) functions, such as SUM, MIN, or MAX?

11. Could you describe the difference between absolute and relative references to a friend?

12. Can you explain the difference between pasting formulas and pasting values and can you use the “Paste Special” options?

YES

NO

13. Are you able to propagate a formula?

14. Do you know when to correctly use the F4 key to add dollar signs to cell references?

15. Can you perform Conditional Formatting?

16. Can you use the Formula Auditing tool?

17. Can you create and format charts and graphs?

18. Are you able to create and modify functions that include multiple arguments, such as the IF(), COUNTIF(), and SUMIF() functions?

19. Are you proficient with the VLOOKUP and HLOOKUP functions?

20. Can you generate a financial model that utilizes the NPV function?

21. Are you able to concatenate data from different columns into one column, and also split text from one column into separate columns?

22. Can you quickly remove duplicate records from a table with hundreds of rows of data?

23. Can you sort a table of data using multiple sorting levels?

24. Can you add custom filters to a table of data?

25. Can you use the Data Validation tool to control data input options?

26. Can you build and manipulate Pivot Tables?

27. Can you use the Goal Seek function?

28. Can you create a one- or two- way data table to perform a sensitivity analysis?

29. Can you effectively use the Solver tool?

30. Can you record and run a simple formatting Macro using Visual Basic for Applications (VBA)?