|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Course**  |  |
| **Email** |  | **Course Date** |  |

Skills Check List - MS Excel Advanced

## Do you have the right skills?

All prospective course participants **must** complete this check list. This list will identify if you have the relevant skills/experience, for you to participate in the Excel Advanced course. . If you have **not** used these skills, in the last 12 months, please complete the relevant Introduction/Intermediate course as a recap.

Please answer all checks and questions

**Complete and return to -** **ElianaMiriam.Slatter@lancashire.gov.uk**

**(See below for course placement confirmation or comments)**

**This checklist is mandatory, no checklist - no placement on the course**

|  |  |  |
| --- | --- | --- |
| Can you do? | Skill Level Indicator | Check✓ |
| * Using the mouse - Correct hold of the mouse, Able to click the mouse buttons
 | eLearning |  |
| * Taskbar (The ability to swap between the different applications)
 | eLearning |  |
| * Basic Window management

 (Close the window, Minimize the window, Restore the window) | eLearning |  |
| * using mouse click
 | Introduction |  |
| * Using the name box
 | Introduction |  |
| Manipulating the worksheet -  | Introduction |  |
| * Insert/Delete Columns/rows Worksheets
 | Introduction |  |
| * Renaming worksheet names (Tabs)
 | Introduction |  |
| * Formatting the worksheet (Alignment, Word Wrap and Merge/Centre)
 | Introduction |  |
| * Cell format (general, decimals, dates, and currency)
 | Introduction |  |
| * Sorting/Filtering
 | Introduction |  |
| Create basic spreadsheets by entering and editing labels/titles and (figures) values/data | Introduction |  |
|  Using the functions of - | Introduction |  |
| * SUM
 | Introduction |  |
| * AVERAGE
 | Introduction |  |
| * MIN/ MAX
 | Introduction |  |
| * COUNT/ COUNTA/ COUNTBLANK
 | Introduction |  |
| * TODAY/NOW
 | Introduction |  |
| * Use of Autosum
 | Introduction |   |
|  Use of basic formulas - doing standard calculations using the mathematical symbols (+ \* / -) e.g. divide, multiply, add or subtract | Introduction |  |
| **Circle** the correct Answer: **divide, multiply, add or subtract*** Which operator is used in this sample - E4\*G9?
 | Introduction | See Answer |
| **Circle** the correct Answer: **divide, multiply, add or subtract*** Which operator is used in this sample - J23/B2?
 | Introduction | Answer |
| * Charts/Graphs (Pie, Bar, Line) - Single data and comparison
 | Introduction |  |
| * Advanced filters
 | Intermediate |  |
| * Subtotals
 | Intermediate |  |
| * Conditional Formatting
 | Intermediate |  |
| Know the difference between Relative and Absolute cell references**Circle** symbol identifies an Absolute Reference &A&13 or £A£13 or $A$13 or A13 | Intermediate |  Answer |
| Use of the Auditing Bar and Comments  | Intermediate |  |
| * Trace Dependants/Precedents
 | Intermediate |  |
| * Show Formulas
 | Intermediate |  |
| Use of Name Manager | Intermediate |  |
| * Assign names to cells
 | Intermediate |  |
| * managing the Name Manager
 | Intermediate |  |
| Functions | Intermediate |  |
| * Use logical (IF) functions to calculate values based on specific conditions -
 | Intermediate |  |
| * Count (COUNTIF)
 | Intermediate |  |
| * Sum (SUMIF)
 | Intermediate |  |
| * Average (AVERAGEIF)
 | Intermediate |  |
| * Understand the comparison of either using a Formula or a function to arrive at the same result
 | Intermediate |  |
| * Use lookup functions to return values from a table (sort, exact and approximate) e.g Vlookup or Hlookup
 | Intermediate |  |
| * link datasheets/workbooks by using formulas and to a Word Report
 | Intermediate |  |
| * Introduction to Data Validation (lists)
 | Intermediate |  |
| * Use of BIDMAS ()/\*+-
 | Intermediate |  |

|  |  |
| --- | --- |
| **Candidate Confirmation on Course** | Yes/No |
| **Comments, Advice or Recommendations** |  |