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

Skills Check List - MS Excel Level 2 (Intermediate)

The list below illustrates the skills you need to be able to demonstrate, to participate in an MS Excel Level 2 (Intermediate) course. If you can answer 'yes' to all of them, and confident in these skills, you **are** able to book onto the Level 2 courses. If you have not been on a course for MS Excel in the past year, or you do not use Functions or Formlas, please complete a Level 1 course before attending.

However, if you answer 'no' to any in the list, you need to enhance your skills, by completing a Level 1 course.

Please return the completed Checklist to [SLDTeamsTrainingandSupport@lancashire.gov.uk](mailto:SLDTeamsTrainingandSupport@lancashire.gov.uk)

**Following the Trainer’s assessment, we will only contact you if we deem you have not met the skills required for this course. Otherwise, the trainer will send you the Joining Instructions, together with the link for the virtual training and any necessary data files.**

|  |  |  |
| --- | --- | --- |
| **Can you do?** | **Skill Level Indicator** | **Yes/No**  **(Y/N)** |
| ***File Tab*** |  |  |
| Autosave | Level 1 |  |
| Print | Level 1 |  |
| **Formula Bar** |  |  |
| Using the name box | Level 1 |  |
| ***Home Tab -*** Manipulating the worksheet |  |  |
| **Clipboard** **Group** - Copy, Paste (Ctrl and C - Ctrl and V) | Level 1 |  |
| **Font** **Group** - Bold, Italics, Underline, Font type, Font colour | Level 1 |  |
| **Alignment** **Group** - Text alignment, Wrap Text, Merge Cells | Level 1 |  |
| **Number** **Group** - Use icons of Number format, Percentage, Decimals and Change Cell Type | Level 1 |  |
| **Cells** **Group** - Insert, Delete and Format | Level 1 |  |
| **Editing** **Group** - AutoSum, Sort/Filter, Search and Replace | Level 1 |  |
| Insert/Delete Columns/rows Worksheets | Level 1 |  |
| Renaming worksheet names (Tabs) | Level 1 |  |
| ***Insert Tab*** |  |  |
| Recommended Charts | Level 1 |  |
| ***View Tab*** |  |  |
| **Show** **Group** - Formula Bar, Gridlines and Headings |  |  |
| **Worksheet Data** |  |  |
| Create basic spreadsheets by entering and editing labels/titles and (figures) values/data | Level 1 |  |
| **Using the functions of -** |  |  |
| SUM | Level 1 |  |
| AVERAGE | Level 1 |  |
| MIN/ MAX | Level 1 |  |
| COUNT/ COUNTA/ COUNTBLANK | Level 1 |  |
| TODAY/NOW | Level 1 |  |
| Use of Autosum functionality | Level 1 |  |
| Use of basic formulas - doing standard calculations using the mathematical symbols (+ \* / -) e.g. divide, multiply, add or subtract | Level 1 |  |
| **Which** is the correct Answer: **divide, multiply, add or subtract**  Which operator is used in this sample - E4\*G9? | Level 1 | Answer |
| **Which** is the correct Answer: **divide, multiply, add or subtract**  Which operator is used in this sample - J23/B2? | Level 1 | Answer |
| Know the difference between Relative and Absolute cell references  **Which** cell reference identifies an Absolute Reference  &A&13 or £A£13 or $A$13 or A13 | Level 1/2 | Answer |

*[For Business Systems Trainer use only]*

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