

Excel 2013 - Part 1 Self -Evaluation

The purpose of the self evaluation is to determine if you should enroll in this training session or move forward to the next level. A score of 70% is used as the cutoff for advancement.

Direction: Place a 1 in any area you feel confident, otherwise leave it blank.

I can identify the elements of the Excel interface	
I can create a basic worksheet	
I can use the Help system	
I can create formulas in a worksheet	
I can insert functions in a worksheet	
I can reuse formulas	
I can manipulate data	
I can insert, manipulate, and delete cells, columns, and rows	
I can search for and replace data	
I can spell check a worksheet	
I can modify fonts	
I can add borders and color to cells	
I can apply number formats	
I can align cell contents	
I can apply cell styles	
I can define the basic page layout for a workbook	
I can refine the page layout and apply print options	
I can format worksheet tabs	
I can manage worksheets	
I can manage the view of worksheets and workbooks	
I can customize general and language options	
I can customize formula options	
I can customize proofing and save options	
I can customize the ribbon and quick access toolbar	
I can customize the functionality of Excel by enabling Add-ins	

Total Score:

Percent: 

If your percentage is **greater than 70%**, we recommend you take the Level 2 course.

If your percentage is **less than 70%**, we recommend you take the level 1 course.