



Computer Consultants Corporation

Prerequisite Skills Assessment For Advanced Excel

After testing your skill level, if your scores are marginal, we suggest that you attend our Intermediate course. If you are proficient, you should be ready for the Advanced level!

<u>Skill</u>	<u>Proficient</u>	<u>Not Proficient</u>
Merge and unmerge cells and enable text wrapping within a cell	<input type="checkbox"/>	<input type="checkbox"/>
Create and apply styles	<input type="checkbox"/>	<input type="checkbox"/>
Design and use custom templates	<input type="checkbox"/>	<input type="checkbox"/>
Hide and unhide columns and rows	<input type="checkbox"/>	<input type="checkbox"/>
Sort data in the rows of a worksheet	<input type="checkbox"/>	<input type="checkbox"/>
Filter worksheet data	<input type="checkbox"/>	<input type="checkbox"/>
Create subtotals for grouped data	<input type="checkbox"/>	<input type="checkbox"/>
Use conditional formatting and data validation	<input type="checkbox"/>	<input type="checkbox"/>
Define and use named ranges of cells	<input type="checkbox"/>	<input type="checkbox"/>
Create column, bar, line, and pie charts	<input type="checkbox"/>	<input type="checkbox"/>
Move and resize charts	<input type="checkbox"/>	<input type="checkbox"/>
Modify chart colors, fonts, number formats, scale, and components	<input type="checkbox"/>	<input type="checkbox"/>
Add and remove data for an existing chart	<input type="checkbox"/>	<input type="checkbox"/>
Enhance worksheets with text boxes, AutoShapes, WordArt, and graphics	<input type="checkbox"/>	<input type="checkbox"/>
Use logical functions (IF, AND, OR, NOT, COUNTIF, ISBLANK, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Use date and time functions (TODAY, NOW, YEAR, MONTH, DAY, etc.)	<input type="checkbox"/>	<input type="checkbox"/>