



Computer Consultants Corporation

## Prerequisite Skills Assessment For Intermediate Excel

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

<u>Skill</u>	<u>Proficient</u>	<u>Not Proficient</u>
Enter and edit data in a worksheet	<input type="checkbox"/>	<input type="checkbox"/>
Add, delete, and rename worksheets	<input type="checkbox"/>	<input type="checkbox"/>
Move, copy, and delete cell contents	<input type="checkbox"/>	<input type="checkbox"/>
Insert and delete columns and rows	<input type="checkbox"/>	<input type="checkbox"/>
Enter and edit basic formulas (e.g., $= (A1+B1) / 2$ )	<input type="checkbox"/>	<input type="checkbox"/>
Enter and edit basic functions (e.g., <code>=AVERAGE ( A1 : B1 )</code> )	<input type="checkbox"/>	<input type="checkbox"/>
Use the Fill Handle to copy cell contents and formulas to adjacent cells	<input type="checkbox"/>	<input type="checkbox"/>
Modify a cell's number format, font attributes, and alignment	<input type="checkbox"/>	<input type="checkbox"/>
Apply borders and shading to cells	<input type="checkbox"/>	<input type="checkbox"/>
Change page setup and page break settings for printing worksheets	<input type="checkbox"/>	<input type="checkbox"/>