

Skills inventory

Use the following form to gauge your skill level entering the class. For each skill listed, rate your familiarity from 1 to 5, with five being the most familiar. *This is not a test.* Rather, it is intended to provide you with an idea of where you're starting from at the beginning of class. If you're wholly unfamiliar with all the skills, you might not be ready for the class. If you think you already understand all of the skills, you might need to move on to the next course in the series. In either case, you should let your instructor know as soon as possible.

Skill	1	2	3	4	5
Switching between workbooks					
Copying worksheets between workbooks					
Creating 3-D formulas to link worksheets and workbooks					
Adding a Watch window					
Linking workbooks, creating external links, and redirecting links					
Creating a workspace					
Applying built-in and custom number formats					
Using functions to format text					
Creating, modifying, and applying styles					
Applying and modifying themes					
Merging and splitting cells, and changing cell orientation					
Transposing data					
Using Paste Special operations					
Adding backgrounds and watermarks					
Creating outlines to summarize and consolidate data					
Creating subtotals and using multiple subtotal functions					
Creating custom views					
Naming cells and ranges, and using names in formulas					
Modifying and deleting names					
Defining and applying 3-D names					
Sorting and filtering data					
Using advanced filtering options					

Skill	1	2	3	4	5
Creating, formatting, and modifying tables					
Using structured references in table formulas					
Calculating sum, average, and count values in a filtered table list					
Saving and publishing a worksheet as a Web page					
Inserting, editing, and deleting hyperlinks					
Sending worksheets via e-mail					
Adjusting the scale of a chart					
Creating combination charts and trendlines					
Inserting sparklines					
Using chart templates					
Inserting and formatting shapes and pictures in charts					
Using auditing features					
Adding comments to worksheets and workbooks					
Protecting a worksheet					
Protecting the workbook structure					
Sharing, merging, and tracking changes in workbooks					
Using the Document Inspector and marking workbooks as final					
Changing default application settings					
Customizing the Ribbon					
Downloading templates					
Creating and managing templates					
Creating, rearranging, and formatting PivotTables					
Using slicers to filter PivotTable data					
Creating PivotCharts					