

# Which Excel level should I book myself into? - Excel Check List

Must be completed by students attending Excel Intermediate/Power User who have not completed the previous level at the Academy.

**Tick only the functions you already know. If unsure leave blank.**

I already know:	Tick
how to start up Excel	<input type="checkbox"/>
what most of the toolbar buttons do	<input type="checkbox"/>
how to enter data into a spreadsheet	<input type="checkbox"/>
how to line up and change the formatting of data	<input type="checkbox"/>
how to insert/delete columns or rows	<input type="checkbox"/>
how to calculate with dates	<input type="checkbox"/>
how to create a simple formula	<input type="checkbox"/>
what absolute cell referencing is	<input type="checkbox"/>
how to use AutoSum to add up columns or rows	<input type="checkbox"/>
how to insert clip art or pictures/logos into spreadsheet	<input type="checkbox"/>
how to create headers & footers	<input type="checkbox"/>
how to print spreadsheets	<input type="checkbox"/>
how to link between spreadsheets	<input type="checkbox"/>
how to use Names for cells or ranges	<input type="checkbox"/>
how to create Lookup functions	<input type="checkbox"/>
how to create outline levels for summarising	<input type="checkbox"/>
how to work with multiple Excel files at the same time	<input type="checkbox"/>
how to sort and filter data lists	<input type="checkbox"/>
what a macro is and how to create one	<input type="checkbox"/>
how to create more complex formulas with inbuilt functions	<input type="checkbox"/>
how to use advanced filter options for data lists	<input type="checkbox"/>
how to deal with 'What-If' scenarios	<input type="checkbox"/>
how to analyse data lists with Pivot tables	<input type="checkbox"/>
how to consolidate data from several workbooks or sheets	<input type="checkbox"/>
how to create web pages from spreadsheets	<input type="checkbox"/>
how to create user friendly spreadsheets through multi-part macros	<input type="checkbox"/>

Participant Name (please print) .....

Participant Signature ..... Date: .....