

Microsoft Spreadsheet Fundamentals Skills Evaluation

Please fill out this form at the beginning of class and at the end of class.

Skills	Start of workshop	End of workshop
Lesson 1 Worksheet Fundamentals		
Create a workbook		
Understand Excel window elements		
Select cells		
Enter text, numbers, and data		
Enter a range of data		
Edit cell contents		
Move between worksheets		
Name and save a workbook		
Open a workbook		
Rename a worksheet		
Preview and print a worksheet		
Close a workbook and exit Excel		
Lesson 2 Editing and Formatting a Workbook		
Format numeric data		
Adjust the size of rows and columns		
Create and Apply Conditional Formats		
Align cell contents		
Find and replace cell contents		
Insert and delete cells, rows, and columns		
Cut, copy, paste, and clear cells		
Chapter 3 Formatting Cells		
Format text		
Format numbers as currency		
Use format painter		
Add borders to cells		
Add shading to cells		
Use AutoFormat		
Create and apply styles		
Merge cells		
Lesson 4 Changing Print Options		
Add header and footer		
Change margins and center worksheet		
Change orientation and scale of worksheet		
Set and clear print area		
Lesson 5 Working with Rows, Columns, Worksheets, and Workbooks		
Hide and unhide rows and columns		
Freeze and unfreeze rows and columns		
Move between worksheets in a workbook		

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Skills	Start of workshop	End of workshop
Add and delete worksheets in a workbook		
Create a 3-dimensional formula		
Link workbooks		
Limit the data that appears on a screen		
Lessons 6 Working with Charts		
Use Chart Wizard		
Move, resize, and delete charts		
Modify chart titles, and labels		
Move and format chart elements		
Change chart types		
Update date and format areas		
Add gridlines and arrows		
Lesson 7 Performing Basic Calculations		
Build formulas		
Copy formulas		
Edit formulas		
Use the SUM function and AutoSum		
Use the Insert Function feature		
Use Date functions		
Use absolute and relative cell references		
Use basic statistical functions		
Use numbered series and AutoFill		
Lesson 8 Using Basic Financial & Logical Functions		
Use PMT function to forecast loan payments		
Calculate cumulative interest		
Compute investment value		
Use the IF function		
Lesson 9 Spreadsheets and the Internet		
Create and edit hyperlink in worksheets		
Save worksheet as Web page		
Add comments to workbook cells		
View and edit comments		

KEY: Please fill in the chart above using a range of **0 → 3**

No knowledge of skill **0-1-2-3** Very comfortable with the skill
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