

Participant Skills Assessment:
Microsoft Excel Spreadsheets

Objective: To Learn Excel Spreadsheet Skills

This is a self assessment survey, which will allow us to gauge your acquired Excel skills before and after enrolling in a workshop at the Trinfo Café. Please fill this out to the best of your ability, your survey will aide us in developing comprehensive computer workshops—thank you for your time and cooperation.

The Basics-

Basic Excel: Do you know what the _____ is?

Cell	Yes	No	I Have Questions
Active Cell	Yes	No	I Have Questions
Formula Bar	Yes	No	I Have Questions
Cell Address	Yes	No	I Have Questions
Worksheet	Yes	No	I Have Questions
AutoSum	Yes	No	I Have Questions
Row	Yes	No	I Have Questions
Column	Yes	No	I Have Questions

Basic Functions:

Excel: Do you know how to...

Run Excel	Yes	No	I Have Questions
Open old work	Yes	No	I Have Questions
How to use the left & right button on the mouse	Yes	No	I Have Questions
How to Cut and Paste and Copy	Yes	No	I Have Questions
How to Drag	Yes	No	I Have Questions
How to Scroll up and down a page	Yes	No	I Have Questions

Opening a File: Do you know...

How to open a file	Yes	No	I Have Questions
How to open a folder	Yes	No	I Have Questions
How to use the “Find” window to open a saved file	Yes	No	I Have Questions

Intermediate Functions:

Saving a File: Do you know...

How to save a file	Yes	No	I Have Questions
Copy files from the hard drive to a disk	Yes	No	I Have Questions
Save a file to a disk	Yes	No	I Have Questions

Intermediate Excel:

Do you know what an Excel formula is?

Which symbol always comes before an Excel formula?

- | | |
|----------------|------------------|
| a) a comma | b) an equal sign |
| c) an asterisk | d) A plus sign |

Give a brief explanation with each answer. Do you know what _____ does? Or how it is accomplished in Excel?

Arithmetic	Yes	No	I Have Questions
------------	-----	----	------------------

Referencing	Yes No I Have Questions
Text	Yes No I Have Questions
Commenting	Yes No I Have Questions
HLookup	Yes No I Have Questions
VLookup	Yes No I Have Questions