



CTS COMPUTER TRAINING

Computer Confident in 3 Months or Less

Microsoft Excel Skills Assessment

Skill	Excellent	Good	Fair	Don't Know
Open Office Spreadsheet				
Cell Text Alignments				
Number Formats				
Wrap Text				
Merge & Center				
Cell Styles				
Format as Table				
Insert & Delete Columns / Rows				
Conditional Formatting				
Selecting Cells, Rows & Columns				
Row and Column Size Adjustments				
Sheet Tab Editing				
Clear Format, Contents & All				
Find, Replace & Go To				
Headers and Footers				
Inserting Tables				
Inserting Pics, ClipArt & Objects				
Inserting Charts				
Insert Hyperlinks				
Page Margins, Size & Orientation				
Print, Print Preview & Print Area				
Insert Bookmarks				
Excel Formulas				
Excel Functions				
Formula Auditing				
Sorting				
Data Validation				
Spelling				
Research				
Thesaurus				
Translate				
Comments				
Protect Sheet				
Share Workbook				
Track Changes				
Show / Hide Paragraph Marks				
Protect Workbook with Password				
Ribbon Dialog Launchers				
Encrypt Workbook				
Document Properties / Inspection				
Inspect Workbook				
Workbook Properties				
AutoFill, Cut, Copy & Paste				

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