



# MICROSOFT EXCEL

Excel 2016 Intermediate (EXL002)

Traditional Learning Pathway



## SELF-ASSESSMENT CHECKLIST

Name: Type your name

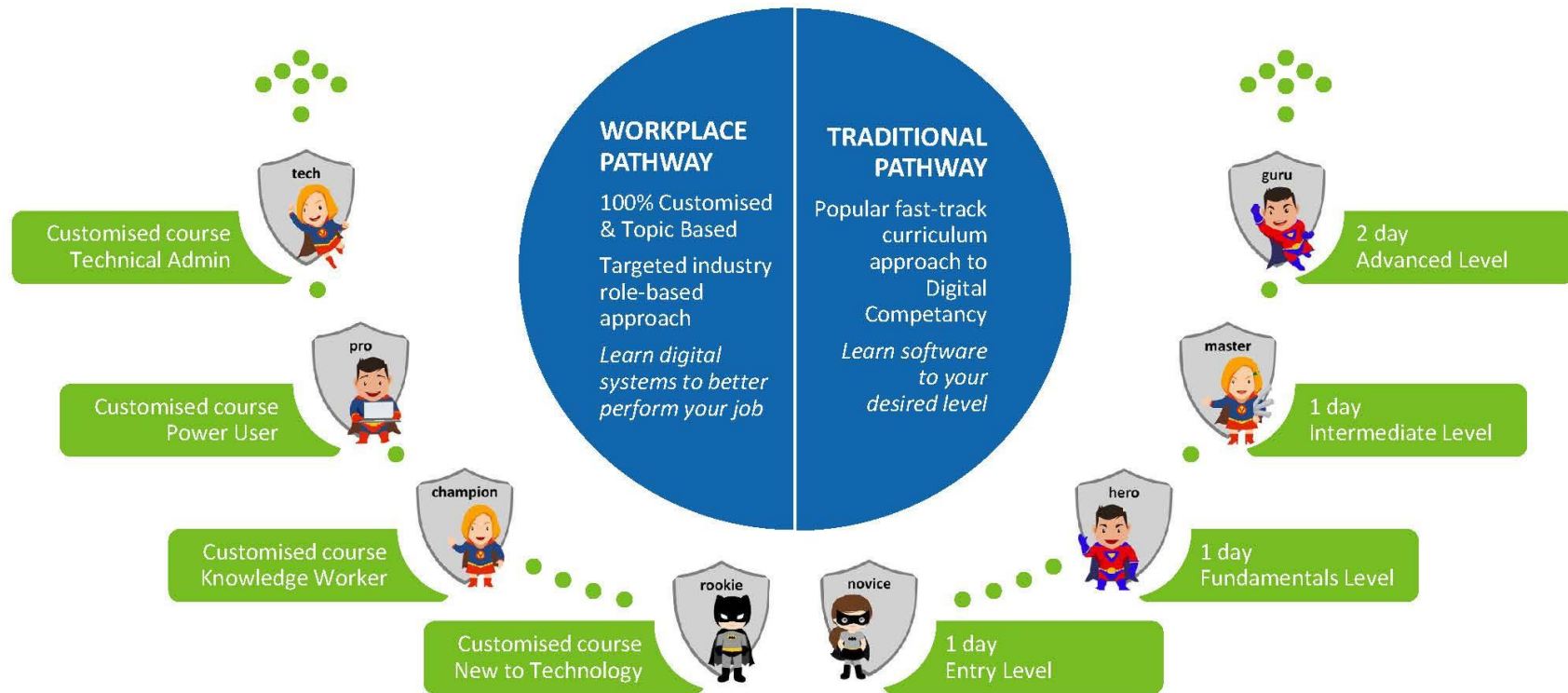
Please indicate your skill competency in the course pre-requisites by placing a tick in the check box if you believe you are competent:

- I can open, save and close workbooks in Excel
- I can use the Excel Ribbon to perform basic tasks in Excel
- I am familiar with all mouse techniques and am a competent keyboard user
- I am at ease working in the Windows environment; I can maximise, minimise and close windows, and can operate more than one task in the Windows environment
- I can competently navigate a large workbook and select ranges (including multiple ranges) on a spreadsheet
- I can confidently enter, change and edit data in a worksheet
- I am familiar with basic spreadsheet concepts
- I can use all the basic formatting features in Excel to prepare a professional looking worksheet
- I can use basic formulas such as addition, multiplication, percentages and AutoSum
- I can use other tools in Excel such as Spell Check, Find & Replace and Freeze Panes
- I understand the concept of absolute versus relative cell referencing
- I can prepare and format a simple chart from Excel data
- I can preview and then print a spreadsheet



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# PATHWAYS TO PROFICIENCY