



COMPUTER APPLICATION SKILLS ASSESSMENT

Intermediate Excel 2007

Name:	
Company/Department:	
Date:	

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For each course objective/competency listed below, enter the number that best describes your skill level in the last column, **Points**. The range of points begins with not applicable, **NA**, representing an absence of skill (0 pts.) to **High** representing 4 pts., proficient skill level.

Course Objectives/Competencies	N/A	Low	Fair	Good	High	Points
1. Review the purpose of the F1 – F12 (function) keys for Excel operations	0	1	2	3	4	
2. Create, modify, paste, and delete range names	0	1	2	3	4	
3. Create a formula using the IF function	0	1	2	3	4	
4. Construct basic statistical functions (e.g. sum, average, maximum)	0	1	2	3	4	
5. Create, edit, delete, hide, and print comments in cells	0	1	2	3	4	
6. Use the Goal Seek tool	0	1	2	3	4	
7. Construct a formula using the IF function	0	1	2	3	4	
8. Construct a formula using the Payment function	0	1	2	3	4	
9. Construct a formula using the SUMIF function	0	1	2	3	4	
10. Construct a variety of spreadsheets that utilize the Vertical Lookup function	0	1	2	3	4	
11. Perform common database operations in Excel to manipulate data (e.g. find duplicates, autofilter, subtotals, sort)	0	1	2	3	4	
12. Create, format, filter, and create a formula in an Excel table	0	1	2	3	4	
13. Create, edit, format, and chart a pivot table	0	1	2	3	4	
14. Create a 3-D reference within a formula	0	1	2	3	4	
15. Manipulate sheets (e.g. copy, move, rename, insert, delete, color code, select)	0	1	2	3	4	
16. Create a summary sheet using 3-D references within a workbook file	0	1	2	3	4	
17. Build linking formulas between workbook files and edit the links	0	1	2	3	4	
18. Create a workspace file	0	1	2	3	4	





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19. Create a workbook based on a template	0	1	2	3	4	
20. Create and use a customized workbook template	0	1	2	3	4	
21. Apply worksheet and cell protection	0	1	2	3	4	

Enter any comments regarding your skill:

Add up the points in the Points column and enter in the box to the right		Total Points	
Divide your total points by 0.84 and enter your percentage in the box to the right		Percentage	
Evaluate Your Score:	85% - 100% 70% - 84% Below 70%	Excellent Moderate Weak	Possess technical competency in this subject Skills are adequate or marginal—may need review Need to take course or review key areas of weakness