Microsoft Excel
Pre Course Evaluation

Keys Training®

Name: _____ *Department:* _____

Company: _____ *Date:* _____

Topic	Can Perform Easily	Have Some Knowledge	Limited or No Knowledge	Not Required at Present
Open and Close a File				
Enter & Correct Data				
Save a File				
Save a File with a Different Name				
Select and Manipulate Ranges				
Work with Long Text				
Create a Formula				
Use the Sum Function				
Use the Average Function				
Use the Max Function				
Use the Min Function				
Use the If Function				
Move and Copy Data				
Edit the Contents of a Cell				
Use Absolute References				
Solve Circular Errors				
Insert Rows, Columns and Ranges				
Format Cell Contents				
Work with Dates				
Copy and Paste Formats				
Print Specified Ranges				
Create and Modify a Chart				
Add and Delete Chart Items				
Work with Graphic Objects				
Single and Multiple Level Sorting				
Use the Data Subtotals Command				
Filter a List				
Use the Data Form				
Customise the Toolbar				
Create and Use Styles				
Use Nested Functions				
Use The VLOOKUP Function				
Use the Auditing Facility				
Link Cells and worksheets				
Use Outlining				
Work with Pivot Tables				
Protect Data				
Record and Run Macros				
Create User Defined Functions				
Create Decision Making Code				
Use Loop Structures				
Create Interactive Macros				
Debug and Test Code				

*Thank you for taking the time to complete this form, your responses will assist **Keys Training** in preparing an effective programme meeting both your needs and those of your company*