



Microsoft Excel Skill Survey

- Answer the following questions with a yes or a no. If you do not understand a question, answer with a no.
- If you have never used Microsoft Excel, skip this survey and register for Introduction to Excel.

Question	Yes	No
1. Do you know how to locate a workbook and open it in Excel?		
2. Do you know how to modify a workbook using the basic tools on the home menu?		
3. Do you know how to create a workbook from scratch?		
4. Do you know how to enter and edit data in a workbook?		
5. Do you know how to change the appearance of a workbook?		
6. Do you know how to find, replace, and move data in a workbook?		
7. Do you know how to perform basic calculations on data?		
8. Would you be able to start with a blank workbook, enter data, apply calculations, and format a workbook without following written directions?		

If you answered yes to the majority of these questions (especially questions 1 -4 & 8), register for Intermediate Excel. If you answered no to the majority of these questions, or if you don't feel confident that you would be able to create a spreadsheet and perform calculations, register for Introduction to Excel.

Introduction to Excel 2016: This course is an introduction to Microsoft Excel 2016. Geared toward those who use spreadsheets for business and professional use, the course will cover the basics of workbook creation in Excel 2016. Topics covered include basic navigation, creating new workbooks, entering and revising data, performing calculations, and changing workbook appearance.

Intermediate Excel 2016: In this course, you will learn how to analyze and present data using Microsoft Excel 2016. Geared toward those who use spreadsheets for business and professional use, the course will provide a hands-on introduction to data analysis and visualization tools in Excel 2016. Topics covered include managing worksheet data, combining and consolidating data from multiple worksheets, analyzing data sets using data tables, and presenting data in charts and graphs.