

Excel 2010 - Level 1 Self -Evaluation

The purpose of the self evaluation is to determine if you should enroll in this training session or move forward to the next level. A score of 70% is used as the cutoff for advancement.

Direction: Place a 1 in any area you feel confident, otherwise leave it blank

Yes

I can identify the Quick Access toolbar	
I understand what ribbons are and how they function	
I can identify the task pane	
I can identify the formula bar	
I understand what a cell reference is	
I am able to create formulas in a worksheet	
I am able to insert functions in a worksheet	
I am able to reuse formulas	
I am able to edit worksheet data	
I can find and replace data	
I can manipulate worksheet elements	
I can apply font properties	
I can add borders to cell	
I can add color to cell	
I can align content in a cell	
I can apply number formatting	
I can apply cell styles	
I can manage worksheets	
I can view worksheets and workbooks	
I can define page layout	
I can print a workbook	

Total Score:

Percent: 

If your percentage was **greater than 70%**, we recommend you take the level 2 session.

If your percentage was **less than 70%**, we recommend you take the level 1 session.