

Excel 2010 - Level 2 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 apply Cell and Range Names | |
| I can calculate data across worksheets | |
| I can use Specialized Functions | |
| I can analyze data with Logical and Lookup functions | |
| I can create and Modify tables | |
| I can Format tables | |
| I can sort or filter data | |
| I can use functions to calculate data | |
| I can create a chart | |
| I can modify charts | |
| I can Format charts | |
| I can create a PivotTable Report | |
| I can filter data using slicers | |
| I can analyze data using PivotTables | |
| I can insert and modify pictures and ClipArt | |
| I can draw and modify shapes | |
| I can illustrate workflow using SmartArt graphics | |
| I can layer and Group graphic objects | |
| I can customize the Excel environment | |
| I can customize Workbooks | |
| I can manage Themes | |
| I can create and use Templates | |

Total Score:

Percent: 

If your percentage was **greater than 70%**, we recommend you take the level 3 session.

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