

Excel 2010 - Level 3 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 update Workbook properties | |
| I can create a Macro | |
| I can edit a Macro | |
| I can apply conditioning formatting | |
| I can add data validation criteria | |
| I know how to protect files | |
| I can share a workbook | |
| I can set revision tracking | |
| I can review tracked revisions | |
| I can merge workbooks | |
| I can administer Digital Signatures | |
| I can restrict document access | |
| I can trace cells | |
| I can troubleshoot invalid data and formula errors | |
| I can watch and evaluate formulas | |
| I can create a data list outline | |
| I can create a trend line | |
| I can create Sparklines | |
| I can create scenarios | |
| I can perform a What-If analysis | |
| I can perform a statistical analysis with the analysis toolpak | |
| I can create a workspace | |
| I can consolidate data | |
| I can link cells in different workbooks | |
| I can edit links | |
| I can export Excel data | |
| I can import a delimited text file | |
| I can publish a worksheet to the web | |
| I can import data from the web | |
| I can create a web query | |
| I can develop XML maps | |
| I can import and export XML data | |

Total Score:

Percent:

If your percentage was **greater than 70%**, call for a custom training session to meet your needs. (785-228-6393)

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