Excel Skills Analysis Checklist

| COMMAND/FEATURE | RECOGNISE AND USE | RECOGNISE  BUT DO NOT USE | NEW TO ME |
| --- | --- | --- | --- |
| Create a new file |  |  |  |
| Customise Quick Access Toolbar |  |  |  |
| Customise the Ribbons |  |  |  |
| Open a file |  |  |  |
| Enter a Value and understand data types |  |  |  |
| Write a basic formula |  |  |  |
| Work in and use Formula bar |  |  |  |
| Save a file |  |  |  |
| Understand save locations |  |  |  |
| Understand naming conventions |  |  |  |
| Understand compatibility mode |  |  |  |
| Use print preview |  |  |  |
| Print a spreadsheet |  |  |  |
| Use Help |  |  |  |
| Close a file |  |  |  |
| Close the program |  |  |  |
| Use autosum |  |  |  |
| Use Auto-complete feature |  |  |  |
| Edit a cell entry |  |  |  |
| Switch worksheet views |  |  |  |
| Understand BODMAS in relation to formula |  |  |  |
| Selecting Cells |  |  |  |
| Cut/copy cell entries |  |  |  |
| Change font and font size |  |  |  |
| Change attributes and alignment |  |  |  |
| Adjust column width |  |  |  |
| Insert/delete rows and columns |  |  |  |
| Wrap text format |  |  |  |
| Merge and Centre format |  |  |  |
| Apply pre-set Styles |  |  |  |
| Apply colours, patterns, and borders |  |  |  |
| Apply conditional formatting |  |  |  |
| Name a sheet |  |  |  |
| Move a sheet |  |  |  |
| Copy a Sheet |  |  |  |
| Check spelling |  |  |  |
| Create a chart |  |  |  |
| Change chart location |  |  |  |
| Change chart layout |  |  |  |
| Format a chart |  |  |  |
| Understand relative vs absolute cell references |  |  |  |
| Understand the round function |  |  |  |
| Create cell comments |  |  |  |

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| --- | --- | --- | --- |
| Use advanced formula with linking to other sheets/workbooks |  |  |  |
| Use text functions such as concatenate and trim |  |  |  |
| Use sumif |  |  |  |
| Consolidate data using a formula |  |  |  |
| Check formulas for errors |  |  |  |
| Name a range |  |  |  |
| Use the If function |  |  |  |
| Use the And function |  |  |  |
| Use page break preview |  |  |  |
| Freeze panes |  |  |  |
| Split worksheet into multiple panes |  |  |  |
| Protect worksheet |  |  |  |
| Add a background |  |  |  |
| Share a workbook |  |  |  |
| Create a table |  |  |  |
| Add table data |  |  |  |
| Find and replace |  |  |  |
| Sort data |  |  |  |
| Use conditional formatting |  |  |  |
| Filter data with autofilter |  |  |  |
| Use the advanced filter feature |  |  |  |
| Insert a function |  |  |  |
| Type a function |  |  |  |
| Use VLookup |  |  |  |
| Use HLookup |  |  |  |
| Summarise table data |  |  |  |
| Create validation rules |  |  |  |
| Create a macro |  |  |  |
| Edit a macro |  |  |  |
| Assign a shortcut key to a macro |  |  |  |
| Use the personal macro workbook |  |  |  |
| Customize a chart data series |  |  |  |
| Format chart axes |  |  |  |
| Convert text to columns |  |  |  |
| Create a pivot table |  |  |  |
| Remove duplicate feature |  |  |  |
| Add a data table to a chart |  |  |  |
| Create custom autofill list |  |  |  |
| Create a template |  |  |  |
| Define a what-if analysis |  |  |  |
| Use scenario manager |  |  |  |
| Create a data table |  |  |  |
| Use goal seek |  |  |  |
| Use solver |  |  |  |
| Change a pivot table |  |  |  |
| Filter/Sort a pivot table |  |  |  |
| Use the GETPIVOTDATA function |  |  |  |
| Import a text file |  |  |  |
| Import a database table |  |  |  |
| Embed/link a workbook to Word/PowerPoint |  |  |  |
| Set up a shared workbook |  |  |  |
| Track revisions |  |  |  |
| Apply password |  |  |  |
| Use Audit tools |  |  |  |
| Control worksheet calculation |  |  |  |
| View VBA Code |  |  |  |
| Analyse VBA Code |  |  |  |
| Write VBA Code |  |  |  |