

Use the following form to gauge your understanding of **Excel 2003**. For each skill listed, rate your familiarity from 1 to 3. A one (1) indicating that you are wholly unfamiliar with that skill and a three (3) indicating that you understand that skill fully.

Course Level	Skill	1 Wholly Unfamiliar	2 Somewhat Familiar	3 Very Familiar
Level 1	Open, save, and close new workbooks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Identify rows, columns, cell references and active cell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Enter and edit labels and values	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Freeze and unfreeze panes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Move and copy data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Insert and delete ranges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create and edit formulas (Formula bar)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use basic functions (SUM, AVERAGE, COUNT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Copy formulas using Fill Handle feature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create Relative and Absolute cell references	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create 3-dimensional formulas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Format text, numbers, ranges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Center and scaling worksheet printouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create charts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level 2	Hide and unhide columns, rows, and worksheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create subtotals and outlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Set print titles and page breaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Protect cells and worksheets, Validate data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use intermediate functions (SUMIF, COUNTIF, PMT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Link independent and workbook files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sort and filter lists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Consolidate data (Consolidate command)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Change default settings (sheets, calc, view)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use Excel's Auditing Features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create and use template files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level 3	Define and apply names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use advanced functions (IF, AND, VLOOKUP, FORECAST, ARRAY)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create PivotTables to consolidate data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Import & export data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use Goal Seek & Solver utilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create and manage Scenarios	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create and apply styles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Customize toolbars and menus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use Microsoft Query and Web Query tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create macros, edit VBA code	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>