Answer these questions honestly!

- ☐ Can you select adjacent and non-adjacent cells?
- ☐ Can you write a simple formula?
- ☐ Are you familiar with the Order of Operations?
- ☐ Can you use the Formula AutoComplete command to write a function?
- ☐ Do you use the Insert Function button to access the Function Library?
- ☐ Do you know the ways to navigate around a workbook?
- ☐ Do you use the AutoFill feature?
- ☐ Are you familiar with the new "Flash Fill" feature?
- ☐ Are you comfortable with absolute and relative references?
- ☐ Can you position cell contents where you want them?
- ☐ Can you manipulate the printouts you get in Excel?

No →
> **Take**
> **Excel Introduction**
> *(1 day)*

Yes ↓

- ☐ Can you customize the Ribbon and Quick Access toolbar?
- ☐ Are you able to create and use named ranges?
- ☐ Have you used Array functions before?
- ☐ Can you use Text and Logical functions to analyze your data?
- ☐ Do you know how to filter a list with multiple condition criteria?
- ☐ Do you use the sorting feature in Excel?
- ☐ Do you use conditional formatting to format a worksheet?
- ☐ Can you create simple charts?
- ☐ Are you able to customize your chart features?
- ☐ Can you create a Pivot Table?
- ☐ Can you filter your data using slicers?

No →
> **Take**
> **Excel Intermediate**
> *(1 day)*

Yes ↓

- ☐ Do you know how to use the Consolidate feature in Excel?
- ☐ Can you link your spreadsheets to each other and external sources?
- ☐ Can you create conditional formatting based on functions & formulas?
- ☐ Are you comfortable with the basics of macros?
- ☐ Do you know how to password protect your spreadsheets?
- ☐ Can you write LOOKUP functions easily?
- ☐ Can you combine (nest) functions?
- ☐ Can you troubleshoot invalid formulas?
- ☐ Do you know how to set up data validation on a cell?
- ☐ Have you created sparklines in your spreadsheets?
- ☐ Have you used Data Tables to determine potential outcomes?
- ☐ Have you used Goal Seek and Solver?
- ☐ Do you know how to add trend lines to your charts?

No →
> **Take**
> **Excel Advanced**
> *(1 day)*