

EXCEL 2007 - Check your office skills

Company		Full name	
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Dept		Tel	
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Contents	Need
<p>You create standard tables : simple structure but neat presentation, including some very easy calculations (sum, subtract ...) and printed on one page.</p> <p>You need to create more sophisticated tables : large and/or long where scrolling is done over more than one screen, with special dates or number formats, including more calculations and printed on more than one page.</p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
<p>You regularly need to create mathematical formulas : the usual adding, subtracting, dividing operations, percentage calculations and so on.</p> <p>You need to recopy the formulas without getting an error value.</p> <p>You need to use easy functions (sum, average, min, max, count, countif, sumif ...)</p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
<p>Functions They will help you to generate a result depending on one or more conditions (IF function), to retrieve specific data from a list of records (the famous VLOOKUP function), to round up or down a given result (for instance up or down to 5 centimes) etc ...</p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
<p>Functions You need to use dates in functions You need to use conditional formats (linked to functions) You need to protect some formulas</p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
<p>You need to build charts on your existing data. How to create and manage current charts such as charts in columns, bars or pie charts or more specific types such as radars (which look like cobwebs)</p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
<p>You need to "consolidate" your data : adding figures spread on several worksheets (the tables can be of identical structure or not)</p> <p>You need to link two cells/ranges of cells : in order to retrieve the result of a formula/function for instance.</p> <p>How to "hide" data : there are several tools available. Do you use the right one ?</p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need

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<p>You regularly work with <u>lists</u> (list of clients, suppliers, of various results etc ...) that you need to update, sort and filter to extract specific data.</p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need		
<p>You need to synthesize your <u>lists</u> : calculations such as subtotals or "pivot" tables (sales by region and branch for instance).</p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need		
<p>You need to research your <u>lists</u> in order to extract specific data. It is possible to automate some of this research with special Excel functions (such as a the VLOOKUP function or the not so well-known but most interesting INDEX function)</p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need		
<p>You are working with <u>projections</u> : projecting figures, simulating different possible scenarios ... (all the functionalities built on "and what if" questions - changing a result if one or more variables are modified)</p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need		
<p>Templates You create templates for your own use or for your department/company. They will retrieve a specific content and you simply add the required "variables" : an invoice or purchase order, an expense report ... including pre-set formulas, tooltips to help the user fill in the required data, simple macros and protected cells. Using templates will guarantee the homogeneity of your department or company's printouts.</p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need		
<p>Templates : templates that should include forms. (check boxes, option buttons, combo boxes or drop-down lists ...)</p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need		

Any other special needs ?

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