

Needs Analysis Excel



Please answer the following questions as honestly as you can so your training needs may be accurately determined.

Name: Role:

I use Excel mostly for: I want to learn about:

Can you perform the following tasks in Excel?

	Yes	No	Not Sure		Yes	No	Not Sure
Select with Mouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Create Databases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select with Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sort & Filter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Autocomplete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Subtotal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use AutoFill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert a Chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calculate A1+A2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Format a Chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use AutoSum Button	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chart Against Targets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use AutoFill Handle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add Trendlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cut, Copy, Paste, Undo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Set a Password to Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert Columns and Rows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Protect the Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change Column Width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Create Name Ranges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change Page Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use =IF & =VLOOKUP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert Headers/Footers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Create Templates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repeat Column Labels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use Outlining	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert Function Wizard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use Data Validation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nested Functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trace Precedents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calculating with Dates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Create Tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add and Remove Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Create PivotTables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Modify PivotTables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3-D Calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Import a Text File	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Freeze Panes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use Statistics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with Multiple Files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Record Macros	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>