Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please rate your understanding and use of the following technical skills using the questions listed below:

Please check one box for each of the following questions.

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | No | Some | Yes |
| 1. Can you identify the Excel Windows user interface components?
 |  |  |  |
| 1. Can you locate, open, and save an Excel Spreadsheet?
 |  |  |  |
| 1. Can you create a new Excel Workbook with several Spreadsheets?
 |  |  |  |
| 1. Can you select Rows and Columns in a Spreadsheet?
 |  |  |  |
| 1. Can you enter move, and copy and auto-fill data in a Spreadsheet?
 |  |  |  |
| 1. Can you resize rows and columns in a Spreadsheet?
 |  |  |  |
| 1. Can you format fonts, change the look, and print the contents of a Spreadsheet?
 |  |  |  |
| 1. Can you create formulas, use built-in functions, and locate data in a Spreadsheet?
 |  |  |  |
| 1. Can you create, sort, and filter a list of data in a Spreadsheet?
 |  |  |  |
| 1. Can you split, freeze, and highlight selected rows and columns in a Spreadsheet?
 |  |  |  |
| 1. Can you print selected rows and columns using a Page Break in a Spreadsheet?
 |  |  |  |
| 1. Can you sort data in a Spreadsheet?
 |  |  |  |
| 1. Can you lock, unlock, and secure rows and columns in a Spreadsheet?
 |  |  |  |

Do you have access to a Personal Computer? \_\_\_\_\_\_\_\_\_\_ (Yes or No)

When did you complete the PRC Windows Fundamentals Class \_\_\_\_\_\_\_\_\_\_\_ (Month & Year)

Do you have an e-mail address? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_