

Excel I 2010 Student Entry Survey

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	Non e	Som e	All
1. Can you identify the Excel Windows user interface components?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Can you locate, open, and save an Excel Spreadsheet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Can you create a new Excel Workbook with several Spreadsheets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Can you select Rows and Columns in a Spreadsheet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Can you enter move, and copy and auto-fill data in a Spreadsheet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Can you resize rows and columns in a Spreadsheet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Can you format fonts, change the look, and print the contents of a Spreadsheet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Can you create formulas, use built-in functions, and locate data in a Spreadsheet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Can you create, sort, and filter a list of data in a Spreadsheet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Can you split, freeze, and highlight selected rows and columns in a Spreadsheet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Can you print selected rows and columns using a Page Break in a Spreadsheet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Can you sort data in a Spreadsheet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Can you lock, unlock, and secure rows and columns in a Spreadsheet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What would you like to learn from this class? _____

- Do you have access to a Personal Computer? _____ (Yes or No)
- Do you need a Personal Computer from the PRC? _____ (Yes or No)
- Do you have access to the Internet? _____ (Yes or No)

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What is your e-mail address? _____@_____