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| --- | --- | --- | --- |
| **Name** |  | **Course**  | **All About Dates and Times** |
| **Email** |  | **Course Date** |  |

Skills Check List - MS Excel Level 3 (Advanced)

The list below illustrates the skills, you need to know and use on a regular basis to participate in anany MS Excel Level 3 (Advanced) courses. If you can answer 'yes' to all of them, and are confident in the use of the skills, you **are** able to book onto any of the Level 3 courses.

If you have not been, on a course for MS Excel in the past year, or you do not use Functions or Formulas on a regular basis, please complete Level 1 and 2 courses Functions and Formulas courses before applying.

If you answer 'no' to any in the list, you need to enhance your skills, by completing the relevant Level 1 or Level 2 courses, check the various bitesize courses, to get the skills you need for Level 3 courses, check the Skill Level Indicator below which identifies the course(s) that you will need to attend, prior to booking.

Please return the completed Checklist to SLDTeamsTrainingandSupport@lancashire.gov.uk

**Following the Trainer’s assessment, we will only contact you, if we deem you have not met the skills required for this course. Otherwise, the trainer will send you the Joining Instructions, the link for the virtual training and any necessary data files that are to be used on the day of training.**

|  |  |  |
| --- | --- | --- |
| **Can you do?** | **Skill Level Indicator****Skill Level Indicator - Course linked to (see course code key below form)** | **Yes/No****(Y/N)** |
| **Home Tab** |  |  |
| **Number** **Group** - Use icons of Number format, Percentage, Decimals and Change Cell Type | Level 1 GS |  |
| **Formula Tab** |  |  |
| **Defined Names group** - name, edit and delete | Level 1 GS |  |
| **Formula Auditing group** - trace precedents, dependants, remove arrows, show formula | Level 1 F&F |  |
| **View Tab** |  |  |
| **Show** **Group** - Formula Bar, Gridlines and Headings | Level 1 GS F&F |  |
| **Worksheet Data** |  |  |
| Create basic spreadsheets by entering and editing labels/titles and (figures) values/data | Level 1 GS |  |
| Replicator Key | Level 1 F&F |  |
| **Using the functions of -** |  |  |
| SUM | Level 1 F&F |  |
| TODAY/NOW | Level 1 F&F |  |
| Use of Autosum functionality | Level 1 F&F |  |
| Use of basic formulas - doing standard calculations using the mathematical symbols (+ \* / -) e.g., divide, multiply, add or subtract (BiDMAS or BODMAS) | Level 1 F&F |  |
| Know the difference between Relative and Absolute cell references**Which** cell reference identifies an Absolute Reference1. &A&13 (2) £A£13 (3) $A$13 (4) A13
 | Level 1 F&F | Circle Answer1 2 3 4 |
| Use logical (IF) functions to calculate values based on specific conditions - | Level 2 F&F |  |
| Understand the comparison of either using a Formula or a function to arrive at the same result | Level 2 F&F |  |
| Knowledge of nesting functions | Level 2 F&F/Lookups |  |

**Course code key:**

F&F Level 1 = Introduction Functions & Formulas

GS Level 1 = Getting Started

DM Level 1 = Data Management

CGP Level 1 = Charts Graphs & Pivots

F&F Level 2 = Intermediate Functions & Formulas