
MICROSOFT EXCEL 2016

CORE SKILLS CHECKLIST

As you acquire and master a skill, check off the box next to it.

Beginner Skills
<input type="checkbox"/> Create a new blank workbook
<input type="checkbox"/> Save the workbook with a filename
<input type="checkbox"/> Save As the workbook with another format
Enter Cell Values and Labels
<input type="checkbox"/> Enter a cell value
<input type="checkbox"/> Enter a cell value with Autofill
<input type="checkbox"/> Edit, Clear, Copy cell contents
<input type="checkbox"/> Insert and Delete cell contents
<input type="checkbox"/> Find and Replace cell contents
<input type="checkbox"/> Use Autocorrect to correct cell contents
Modify a Worksheet
<input type="checkbox"/> Move and Copy multiple cells
<input type="checkbox"/> Specify and Use ranges
Use Formulas
<input type="checkbox"/> Enter a formula in a cell
<input type="checkbox"/> Edit, Move, or copy a formula
<input type="checkbox"/> Use an absolute cell reference
<input type="checkbox"/> Use a mixed absolute and relative cell
<input type="checkbox"/> Name a cell or range
<input type="checkbox"/> Correct a calculation or formula error
Use a Function
<input type="checkbox"/> Enter a function
<input type="checkbox"/> Use the AUTOSUM function
<input type="checkbox"/> Use the COUNT, MAX, MIN, Average functions
Modify Page Layout
<input type="checkbox"/> Format numbers and text
<input type="checkbox"/> Format rows and columns
<input type="checkbox"/> Use Format Painter and Auto Format
Printing and Publishing Documents
<input type="checkbox"/> Prepare worksheet for printing
<input type="checkbox"/> Preview using Page Layout view
<input type="checkbox"/> Print selections, multiple copies
<input type="checkbox"/> Select printer and print options
<input type="checkbox"/> Publish a worksheet by email
<input type="checkbox"/> Save a worksheet as a PDF file

Create a Chart
<input type="checkbox"/> Create a simple chart from worksheet data
<input type="checkbox"/> Customize the chart type
<input type="checkbox"/> Edit chart titles

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Created: March 2015, CSUDH Division of Information Technolog

Updated: 8/15/17

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Intermediate Skills

Maintain a Large Worksheet

- Split window horizontally/vertically
- Freeze/unfreeze headings
- Add, name, order worksheets
- Use date in a formula

Work with Multiple Worksheets

- Navigate among sheets in a workbook
- Edit cell in two worksheets at a time
- Add, name and order worksheets
- Open, arrange multiple windows in a worksheet
- View two worksheets side by side
- Move or copy a worksheet to another workbook
- Create a link between two workbooks
- Create a summary worksheet that recaps

Work with Data

- Group/ungroup data
- Import data from another database to worksheet
- Add hyperlink to another document in worksheet

Advanced Chart Skills

- Create a new chart (full range of chart options)
- Move or resize an existing chart in a worksheet
- Use Design Tab to customize type and style
- Use Layout Tab to customize chart elements
- Edit chart titles
- Format chart elements (titles, categories, values)
- Add graphic image and textbox to a worksheet
- Add clip art and WordArt to a worksheet
- Add a SmartArt object to a worksheet
- Use Sparkline formatting in a worksheet

Work with Data Lists

- Create a list
- Add records using a data form
- Edit and find records using a data form
- Sort records on single and multiple fields
- Use AutoFilter to hide records
- Create a custom filter for a list
- Delete a comment from a document

Document and Audit a Worksheet

- Add, review, edit and print comments
- Use Watch Window to find errors in a worksheet
- Use Auditing feature to find errors in a worksheet

Printing Options

- Specify margins, orientation, etc. on Page Setup
- Preview page breaks
- Print formulas only

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Advanced Skills	
Using Advanced Functions	
<input type="checkbox"/>	Define a named cell or range
<input type="checkbox"/>	Use a named range in a formula
<input type="checkbox"/>	Use Insert Function to create a new function
<input type="checkbox"/>	Use Function Library to create a new function
<input type="checkbox"/>	Use a conditional (IF) function
<input type="checkbox"/>	Create a nested condition formula

<input type="checkbox"/>	Use Date and Time functions
<input type="checkbox"/>	Use Logical, Financial, Math, Statistical functions
<input type="checkbox"/>	Use Information functions
<input type="checkbox"/>	Use the HLOOKUP and VLOOKUP functions
Manage Data	
<input type="checkbox"/>	Create a drop-down list to facilitate data entry
<input type="checkbox"/>	Add data validation to a worksheet
<input type="checkbox"/>	Create a group or outline of data in a worksheet
<input type="checkbox"/>	Ungroup or clear a group
<input type="checkbox"/>	Convert text to columns in a worksheet
<input type="checkbox"/>	Add Password protection to a worksheet
<input type="checkbox"/>	Add Password protection to a workbook
<input type="checkbox"/>	Lock and unlock a worksheet cell
Conditional Formatting	
<input type="checkbox"/>	Use conditional formatting to format a cell
<input type="checkbox"/>	Create a new conditional formatting rule
<input type="checkbox"/>	Clear conditional formatting from a cell
<input type="checkbox"/>	Create Sparkline formatting
<input type="checkbox"/>	View and apply a theme to a cell
Work with Pivot Tables and Pivot Charts	
<input type="checkbox"/>	Create a Pivot Table
<input type="checkbox"/>	Modify, format or delete a Pivot Table
<input type="checkbox"/>	Create a PivotChart Report
<input type="checkbox"/>	Modify a PivotChart Report
<input type="checkbox"/>	Sort and filter PivotTable data
<input type="checkbox"/>	Create a Slicer to filter data in a PivotTable
Use Analytical Add-ins	
<input type="checkbox"/>	Install an Add-in for Excel
<input type="checkbox"/>	View and manage Add-ins for Excel
<input type="checkbox"/>	Use GoalSeek to ask "What-if" question
<input type="checkbox"/>	Use DataAnalysis
<input type="checkbox"/>	Use Scenario Manager
<input type="checkbox"/>	Produce a summary report showing scenarios
<input type="checkbox"/>	Use Solver to conduct analysis
Macros and VBA Editing	
<input type="checkbox"/>	Create and modify a macro command
<input type="checkbox"/>	Assign a macro to a toolbar
<input type="checkbox"/>	Save a Workbook with macros

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Debug a macro using step mode

Use the VBA editor to modify a macro

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