

Training Needs Analysis Form



Introduction to Microsoft Excel 2003/2007

Name: _____

Position: _____

Organisation: _____

Please place a tick in the relevant column to indicate whether you can do the following:

Task	Yes	No	Not Sure
Start Microsoft Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify parts of the Excel screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Navigate spreadsheets with the keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select cells with the keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open an existing workbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit cells	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add new worksheets to a workbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a new workbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a new workbook from a Template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Save a workbook to a folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open and close a workbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert different data types into cells (text, numbers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a basic spreadsheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fill cells (eg: months of the year, days of the week)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Format cells – shading, borders, fonts etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Format numbers – dates, currency etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand formulas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand BODMAS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create simple formulas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create formulas using functions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit/copy a formula	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert &/or delete columns and rows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change the chart type & format a chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with Sheets (eg: rename, move, copy sheets)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in Group mode with multiple sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change page setup effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Troubleshoot printing large workbooks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sort Data in columns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use the Help system in Excel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>