

TRAINING NEEDS ASSESSMENT – Microsoft Excel Advanced –

Name: _____
 Facility: _____
 Department: _____
 Date: _____

Answering the following questions will help identify your current skill level and training needs.

How do you envision using Microsoft Excel in your daily work? (e.g. data input, report generation, charting/graphing)

What specific skills would you like to acquire through this training?

Please rate your current level of familiarity with the following applications: (circle answer)
 1 = Not Familiar 2 = Somewhat Familiar 3 = Very Familiar

Sorting records	1	2	3
Filtering data	1	2	3
Creating macros	1	2	3
Linking files	1	2	3
Protecting data	1	2	3
Working with multiple sheets	1	2	3
Freezing panes	1	2	3
Splitting screen	1	2	3
Pivot tables and pivot charts	1	2	3
Advanced chart options	1	2	3
Inserting clip art	1	2	3
Adding autoshapes	1	2	3
Inserting graphic files	1	2	3
Adding cell comments	1	2	3
Working with shared files	1	2	3
Tracking changes	1	2	3
Formatting shortcuts	1	2	3
Importing/exporting	1	2	3
Customizing the toolbar	1	2	3
Working with styles	1	2	3