

TRAINING NEEDS ASSESSMENT – Microsoft Excel Intro –

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

Creating a worksheet	1	2	3
Enter data	1	2	3
Edit data	1	2	3
Deleting data	1	2	3
Cut and paste data	1	2	3
Insert/delete columns and rows	1	2	3
Adjusting column/row width and height	1	2	3
Changing page setup and print options	1	2	3
Selecting contiguous and noncontiguous blocks of cells	1	2	3
Using auto fill	1	2	3
Entering formulas	1	2	3
Dragging and dropping	1	2	3
Aligning cell data	1	2	3
Formatting numbers	1	2	3
Cell borders and colors	1	2	3
Creating a chart	1	2	3
Absolute cell addressing	1	2	3
Working with templates	1	2	3