IT Architechture, Excel Training Assessment		
Excel foundation	**Include**	**Req Y/N**
Manipulating rows and columns	inserting, deleting rows and columns, modifying rows height and columns width, usin Autofit	
Copying a cell or range contents within a		
Copying data between worksheets	same and different workbooks	
Autofill		
Copying a data range using autofill		
Sorting a cell range		
Searching and replacing data		
Using worksheets	renaming, inserting, deleting , copying, moving worksheets	
Formatting fonts		
Aligning text in the cell	Horizantall or vertical alignment, wrap text	
Formatting numbers	format cells to date, decimal, etc	
Freezing row and column titles		
Creating and copying formulas		
Using relative cell referencing within formulas		
Using function	sum, min, max, average, count, counta, if	
Inserting a graph or chart		
Excel Intermediate	**Include**	**Req Y/N**
Worksheet page layout	page size, orientation, header and footer	
Nested functions		
Consolidating data using a 3-d reference sum function		
Mixing references within formulas		
Insert date and time		
Using round function	rounddown and roundup	
If function		
And function		
Or function		
Sumif function		
Count function		
Counta function		
Countif function		
Countblank function		
Rank function		
Vlookup function		
Hlookup function		
dsum function		
dmin function		
dmax function		
dcount function		
daverage function		
naming cell ranges		
removing a named range		
Conditional formatting		
copying or moving worksheets between workbooks		
splitting the window view		
hiding worksheet, rows and columns		
paste special options within excel		
using paste special to add ranges		
using paste special to subtract ranges		
using paste special to multiply ranges		
using paste special to divide ranges		
using paste special 'values'		
using paste special transpose option		
displaying gridlines when printing		
Excel advanced	**Include**	**Req Y/N**
creating and using a pivot table		
filtering and sorting data within a pivot table		

automatically grouping data in a pivot table and renaming groups		
manually grouping data in a pivot table and renaming groups		
one-input data tables		
two-input data tables		
creating a combo line and column chart		
changing the chart type for a particular data		
adding a data series to a chart		
removing a data series from a chart		
inserting a hyperlink		
linking data within a worksheet		
linking cells between worksheets within a		
linking data between workbooks		
linking data from excel to a word document		
linking an excel chart to a word document		
updating, locking and breaking links		
importing text files into excel		
sorting data by multiple columns at the same		
using autofilter		
sub-totalling		
sharing, comparing and merging worksheets		
excel 2013 scenarios		
scenario manager		
scenario summary reports		