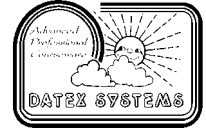


Datex Systems Training



Pre-Course Questionnaire- Excel All levels

Please answer each question as accurately as possible. Thank You.



Delegate Details			
Name:	Any other relevant information :		
Company Name:			
Position:			
Phone:			
About Your Current Spreadsheet Software Knowledge			
1. Can you create formulas?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2. If so, define what $SUM(B3:C10)*90$ means?			
3. Can you copy information in a spreadsheet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4. Can you change the appearance of numbers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5. Do you know what a cell is?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6. Do you know what an Absolute Reference is?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7. If Yes to Q6, write an example of a formula containing an Absolute Reference			
8. Can you Save ?	Yes <input type="checkbox"/>	Print?	Yes <input type="checkbox"/>
No <input type="checkbox"/>		No <input type="checkbox"/>	Open? Yes <input type="checkbox"/>
9. Define what $B2/\$G\8 means?			
10. Can you create linked spreadsheets/files?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
11. Can you create a What If Table?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
12. Can you create a VLOOKUP formulas?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
13. Do you know the syntax of the IF function?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
14. If Yes to Q6, write an example of a formula containing an IF function			
15. Can you create a Pivot Table?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
16. Define conditional formatting.			