**PLEASE READ ALL INSTRUCTIONS**

You must complete and return this form before being accepted as a participant on the *Excel* course.

**You should complete and save the file on your computer.**

**Alternatively you can print the file and complete it by hand – you will then need to scan the document.**

**You may be requested to ENABLE CONTENT if your security level is set too high.**

**Email your completed form to** **tna@dti.ie** **no later than 10 days before the course date.**

**Please provide your direct contact details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Email:** |  |
| **Company:** |  | **Department:** |  |

|  |  |
| --- | --- |
| **Course Date:**If you are already booked on a course OR intend booking a scheduled course – what date is the course scheduled for? |  |

|  |  |  |
| --- | --- | --- |
| Have you ever attended a formal course in this subject? |  |  |

|  |  |  |
| --- | --- | --- |
| If Yes – Was the Course delivered by D.T.I.? |  |  |

|  |
| --- |
| If you attended a formal training course in the past, please indicate when this training took place and at what level it was aimed *(Click Dropdown Arrows)*. |
| When |  | Level |  |

Please indicate if you can comfortably perform the following tasks:

More on next page…

| Task Or Feature |  | Yes | No |
| --- | --- | --- | --- |
|  |  |  |  |
| Can you enter data into Excel? |  |  |  |
| Do you know how to copy data from one Excel sheet to another? |  |  |  |
| Can you enter a new blank column between two existing columns of data, or a new blank row between two existing rows of data?  |  |  |  |
| Do you know how to format data to make it Bold, Italic, change Font and Size? |  |  |  |
| Have you ever used borders around data instead of the gridlines? |  |  |  |
| Can you format a spreadsheet to display Decimals, Currency, Percentages etc? |  |  |  |
| Have you used the “Autofill” handle (*black dot in the bottom right of cell*), to copy data to adjacent cells? |  |  |  |
| Can you alter the page layout for orientation, size and scale? |  |  |  |
| Do you know how to print a specific part of the sheet? |  |  |  |
| Can you freeze the first or/and the first column in a sheet? |  |  |  |
| Do you know how to use AUTOSUM? |  |  |  |
| Have you ever created formulas using cell references and mathematical symbols (+/\*-)? |  |  |  |
| Do you understand how to use Absolute and Relative cell references? i.e. understand why you would use $A$1 in a cell reference instead of A1.  |  |  |  |
| Have you ever created a graph/chart in Excel? |  |  |  |
| Have you ever used Trendlines when creating charts? |  |  |  |
| Do you know how to sort using AZ🡫 or ZA🡫 ? |  |  |  |
|  |  |  |  |
| Can you sort using the menu options for sorting by more than one field? |  |  |  |
| Do you know how to use Filters on a database? |  |  |  |
| Do you know how dates are calculated in a formula? |  |  |  |
| Can you use Conditional Formatting? (e.g. Turn the font colour Red if the number is negative etc.) |  |  |  |
| Can you import text delimited files into Excel? (CSV or Tab Delimited) |  |  |  |
|  |  |  |  |
| Can you “Nest” more than one function within a formula? (E.g. Nest a VLOOKUP within an IF function) |  |  |  |
| Do you know how to protect specific cells within a document, or prevent an authorised person from opening a file? |  |  |  |
| Do you understand what a “Defined Name” is and how and why you would use it instead of a cell reference? i.e. using the defined NAME instead of a cell reference in a formula.  |  |  |  |
| Can you convert a range of cells into a Data List or inserted an Excel Table? |  |  |  |
| Can you use data validation? |  |  |  |
| Can you use subtotals? |  |  |  |
| Can you create scenarios? |  |  |  |
| Have you used Goal Seek? |  |  |  |
| Have you ever used an Array in a formula? |  |  |  |
| Have you ever recorded a Macro in Excel? |  |  |  |
| Have you ever created a Pivot Table in Excel? |  |  |  |
| Can you change the field settings of values in a Pivot Table? |  |  |  |
| Can you create formula fields in a Pivot Table? |  |  |  |
| Have you user sliders in a Pivot Table? |  |  |  |
| Can you use the grouping functions on dates within Pivot Tables? |  |  |  |

| Are you *proficient* in the use of the following functions? |  | Yes | No |
| --- | --- | --- | --- |
| * SUM
 |  |  |  |
| * AVERAGE
 |  |  |  |
| * MIN
 |  |  |  |
| * MAX
 |  |  |  |
| * COUNT
 |  |  |  |
| * COUNTA
 |  |  |  |
| * CONCATENATE
 |  |  |  |
| * LEFT
 |  |  |  |
| * RIGHT
 |  |  |  |
| * MID
 |  |  |  |
| * LOWER
 |  |  |  |
| * UPPER
 |  |  |  |
| * PROPER
 |  |  |  |
| * TRIM
 |  |  |  |
| * NOW
 |  |  |  |
| * TODAY
 |  |  |  |
| * IF
 |  |  |  |
| * VLOOKUP
 |  |  |  |
| * COUNTIF
 |  |  |  |
| * SUMIF
 |  |  |  |
|  |  |  |  |
| * AND
 |  |  |  |
| * OR
 |  |  |  |
| * IFERROR
 |  |  |  |
| * CHOOSE
 |  |  |  |
| * INDIRECT
 |  |  |  |
| * MATCH
 |  |  |  |
| * INDEX
 |  |  |  |
| * MEDIAN
 |  |  |  |
| * MODE
 |  |  |  |
| * LARGE
 |  |  |  |
| * SMALL
 |  |  |  |
| * SEARCH
 |  |  |  |
| * STDEV / STDEVP
 |  |  |  |
| * FREQUENCY
 |  |  |  |

The following items are not covered on this course,

* + Editing Macros through Visual Basic For Applications (VBA)
	+ Add-ins such as Dashboards, PowerPivot, PowerView or Custom Applications.

More on next page…

IMPORTANT

**Not everything listed above will be covered on your course.** Your training department has already indicated what their Aims & Objectives are for the course. This will be the determining factor in deciding the course content. To facilitate your training group we will customise the content so that it reflects the overall level of training required by the whole group. Therefore many items on the course might already be familiar to you. We would ask for your patience and understanding while we take everyone in the group to the next level.

|  |  |  |
| --- | --- | --- |
| What kind of problems are you continually experiencing while using this application?  |  |       |

|  |  |  |
| --- | --- | --- |
| Are there specific features - other than those listed above - which you wish to be able to understand? *(These can only be covered if there is sufficient time and it does not detract from the learning already complete)* |  |       |

|  |  |  |
| --- | --- | --- |
| Do you have any special needs or requirements which the tutor should know about in advance of the course? |  |       |