

Microsoft Excel 2010 Basic Skills Checklist

This checklist has been compiled from various public sources to help job seekers to efficiently communicate their current proficiency with entry-level skills in using Microsoft Excel 2010.

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|-------------------------------------|---|
| Create a New Workbook | |
| <input type="checkbox"/> | Create a new blank workbook |
| <input type="checkbox"/> | Save the workbook with a filename |
| <input type="checkbox"/> | Save As the workbook with another format |
| Enter Cell Values and Labels | |
| <input type="checkbox"/> | Enter a cell value |
| <input type="checkbox"/> | Enter a cell value with Autofill |
| <input type="checkbox"/> | Edit, Clear, Copy cell contents |
| <input type="checkbox"/> | Insert and Delete cell contents |
| <input type="checkbox"/> | Find and Replace cell contents |
| <input type="checkbox"/> | Use Autocorrect to correct cell contents |
| Modify a Worksheet | |
| <input type="checkbox"/> | Move and Copy multiple cells |
| <input type="checkbox"/> | Move and Copy formulas |
| <input type="checkbox"/> | Specify and Use ranges |
| Use Formulas | |
| <input type="checkbox"/> | Enter a formula in a cell |
| <input type="checkbox"/> | Edit a formula |
| <input type="checkbox"/> | Use an absolute cell reference |
| <input type="checkbox"/> | Use a mixed absolute and relative cell reference |
| <input type="checkbox"/> | Name a cell or range |
| <input type="checkbox"/> | Correct a calculation or formula error |

| | |
|--|---|
| Use a Function | |
| <input type="checkbox"/> | Enter a function |
| <input type="checkbox"/> | Use the AUTOSUM function |
| <input type="checkbox"/> | Use the COUNT, MAX, MIN, Average functions |
| Modify Page Layout | |
| <input type="checkbox"/> | Format numbers and text |
| <input type="checkbox"/> | Format rows and columns |
| <input type="checkbox"/> | Use Format Painter and Auto Format |
| <input type="checkbox"/> | Use Sparkline formatting in a worksheet |
| Printing and Publishing Documents | |
| <input type="checkbox"/> | Prepare worksheet for printing |
| <input type="checkbox"/> | Preview using Page Layout view |
| <input type="checkbox"/> | Print selections, multiple copies |
| <input type="checkbox"/> | Select printer and print options |
| <input type="checkbox"/> | Publish a worksheet by email |
| <input type="checkbox"/> | Save a worksheet as a PDF file |
| Create a Chart | |
| <input type="checkbox"/> | Create a simple chart from worksheet data |
| <input type="checkbox"/> | Customize the chart type |
| <input type="checkbox"/> | Edit chart titles |
| | |
| | |

Suggested instructions for use of this checklist:

1. Delete items that you have not yet performed (copy chart and title and paste in a Word file).
2. Replace check box with symbol, or print out checklist and check the appropriate boxes with broad-tipped black pen.