PENN STATE NEEDS ASSESSMENT SURVEY

This survey has been designed to determine your skill level in this particular computer application area. Please indicate which areas you are familiar and/or comfortable with by choosing one of three responses.

No means *I lack any knowledge of this topic*
Somewhat means *I am familiar with this topic, but not comfortable*
Yes means *I understand this topic and can use it*

Microsoft Excel Advanced	No	Somewhat	Yes
Customizing the work area			
Creating a new toolbar			
Creating and using styles			
Creating templates			
Nested functions			
The IF function			
The VLOOKUP function			
Using the auditing features			
Creating pivot tables			
Working with workbooks			
Goal seek and solver			
Outlining and consolidating information			
Hiding information			
Using the view manager			
Protecting the worksheet			
13 Yes responses needed for subject mastery			