

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 Intermediate	No	Somewhat	Yes
Creating a chart sheet			
Creating an embedded chart			
Modifying a chart sheet			
Modifying an embedded chart			
Formatting a chart			
Using Autoformats			
Using graphic objects			
Changing the scale			
Protecting charts			
Sorting data in single and multiple levels			
Using single-column filtering			
Managing a filtered list			
Creating multiple-condition criteria			
Working with filtered data			
Copying filtered data			
Maintaining a list by using the data form			
13 Yes responses needed for subject mastery			