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 Introduction	No	Somewhat	Yes
Understanding the basics of spreadsheets			
Creating, opening, and closing a worksheet			
Using the menu bar			
Entering text, numbers, and formulas			
Moving and copying cells and ranges			
Changing the appearance of worksheet data			
Saving, retrieving, and printing worksheets			
Using absolute and circular references			
Using Excel Help			
Inserting and deleting rows and ranges			
Working with date and accounting functions			
Working with AutoCalculate and AutoSum			
Editing and formatting cell contents			
Creating a chart sheet and an embedded chart			
Using the Chart Wizard Tool			
Adding titles, legends, and gridlines to charts			
Moving and sizing chart items			
Modifying embedded charts			
Formatting chart text, numbers, and plot area			
Working with Page Setup options			
15 Yes responses needed for subject mastery			