

Name	
Job title	
Company name	
Your contact details (email/phone)	

How long have you been using Excel?  
 What do you use Excel for? Eg sales figures, stock control, staff records etc

What version do you use? 2003 XP 2007 2010 2013 2016 other (please circle)

*Don't worry if some of the items below do not mean anything to you (especially if you have not used Excel extensively already)*

	Would like to learn/improve (please tick)	I can already do this	I don't need this
<b>STANDARD USE</b>			
create a spreadsheet from scratch			
save a spreadsheet			
print all or some of the sheet			
print headings, repeating on every page			
fit all the printed information onto one sheet			
use Help			
change the appearance of the data			
format the cells to display dates/numbers/currency etc			
show 2 or more spreadsheets or worksheets on screen at the same time			
<b>CALCULATIONS/FORMULAE</b>			
add/subtract/divide/multiple cells together			
use date/time formulae			
use absolute cell referencing			
join two or more cells' text contents together (or separate text)			
use rounding functions			
conditional formatting			
use advanced formulae			
<b>CHARTS/GRAPHS</b>			
create bar/column/pie charts			
amend charts			
insert charts into Word/PowerPoint documents			
<b>ANALYSE DATA</b>			
sort/custom sort data			
tidy up data			
add filters			
add subtotals			
add comments			
create pivot tables			
create pivot charts			
freeze column/row headings			
<b>SECURITY/ADVANCED FEATURES</b>			
password protect documents			
protect selected cells from amendment			
create drop-down lists			
create basic macros to automate tasks			

Any comments on what is a priority for you, any common difficulties, anything else you need to know and special requirements:

please complete this form and return to [contact@paramount-training.com](mailto:contact@paramount-training.com)