

Part 2: Rate Your Skill Level for Individual Tasks

INSTRUCTIONS:

1. Below is a table for Microsoft Excel. A list of tasks appears in the left column. Read each task, then:
 - If you already know how to perform the task, place a “✓” in the **I know how** column.
 - If you *don't* know how but *need* to know for use in your job, then place a “✓” in the **I need to know** column.
 - If you do not know how to perform a task **AND** do not need it for your job, then place a “✓” in the **I don't need to know** column.
 - If there are tasks you need for your job that are not listed in the table, add them to the rows labeled “Other,” which appear at the end of each table.
2. If you have comments about any task, write them in the **Comments** section at the end of each table.

MICROSOFT EXCEL			
Task/Feature	I Know How	I Need to Know How	I Don't Need to Know
1. Set up a new spreadsheet by typing Text and Numbers into cells			
2. Move and Copy cells			
3. Formatting – Apply Bold to a cell			
4. Formatting - Change the Font type and Size			
5. Formatting – User the Format Painter			
6. Formatting – Center text in a cell			
7. Formatting – Center the Title of the spreadsheet across multiple columns			
8. Formatting – Apply Shading to cells			
9. Formatting – Apply Borders to cells			
10. Formatting – Apply Number formats to Numeric cells			
11. Formatting – Apply Date formats to Date cells			