

## **Instructions**

1. Download the "Name\_Surname Excel Final Skills Assessment.xlsx" file from the eLearning site.
2. Open the file and then "Save As" it with your name and surname. E.g. Wilkie\_Wilkinson Excel Final Skills Assessment.xlsx.

The assessment consists of 15 questions. Each question has its own sheet containing the task to perform or question to answer.

Remember to save your file on a regular basis.

Once you are satisfied that your assessment is completed you can then upload it in the eLearning site for us to assess and to allocate a grade to your work. Watch the video called: "How to upload my assessment" to see the steps to upload your file.

There is no time restriction so relax and enjoy this experience.

If you experience any difficulty you can contact me using the information in the footer of this document.

<b>Question Number</b>	<b>Instruction</b>	<b>Sheet to use</b>
Question 1	Answer the question as listed in the text box.	<b>1_Custom List</b>
Question 2	Answer the question as listed in the text box.	<b>2_Reference</b>
Question 3	Answer the question as listed in the text box.	<b>3_Duplicates</b>
Question 4	Answer the question as listed in the text box.	<b>4_PMT</b>
Question 5	Answer the question as listed in the text box.	<b>5_What-if Analysis</b>
Question 6	Answer the question as listed in the text box.	<b>6_Filter</b>
Question 7	Answer the question as listed in the text box.	<b>7_Conditional Format</b>
Question 8	Answer the question as listed in the text box.	<b>8_Sparklines</b>
Question 9	Answer the question as listed in the text box.	<b>9_Validation</b>
Question 10	Answer the question as listed in the text box.	<b>10_Subtotals</b>
Question 11	Answer the question as listed in the text box.	<b>11_Vlookup</b>
Question 12	Answer the question as listed in the text box.	<b>12_Slicers</b>
Question 13	Answer the question as listed in the text box.	<b>13_Links</b>
Question 14	Answer the question as listed in the text box.	<b>14_Pivot Table</b>
Question 15	Answer the question as listed in the text box.	<b>15_Stats</b>