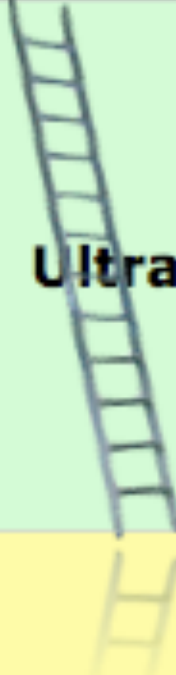


Excel Skills**What level are you up to?****Ultra Expert**

Can use 60% of the programs features
Can use conditional formatting
Can export in different formats
Can use "paste special"
Can use filters
Can import variety of data files (c.s.v., TAB etc)

Expert

Can use simple sum, average, medium formulae
Can use absolute and relative formulae
Can merge cells and use alignment and spacing
Can sort data safely
Can format cells with various number, text and date formats etc.

Achiever

Can use AutoSum
Can use all basic charts (graphs) as well as edit their format and layout
Can alter fonts and colours
Can add borders

Microsoft Excel

**Beginner**

Can add clipart and digital pictures
Can adjust margins and page size
Can undo any problems
Can choose a template and preserve a good layout
Can add new pages
Can move around sheets