

# Excel Skills Self-Assessment Questionnaire

15 questions to identify your level and pick the right Excel course (Beginner - Intermediate - Advanced)

Instructions: For each question, tick the ONE option (A, B, or C) that best matches what you can do today - consistently and without help. Scoring: A = 1 point, B = 2 points, C = 3 points. Result: 15-22 = Beginner - 23-33 = Intermediate - 34-45 = Advanced.

## 1. Navigation & speed

- \* A I mostly use the mouse and basic copy/paste.
- \* B I use common shortcuts, Autofill, and Freeze Panes.
- \* C I'm keyboard-driven (Go To Special, named ranges, Flash Fill/Fill Series).

## 2. Cell references

- \* A I reference single cells but rarely use \$A\$1.
- \* B I know relative vs. absolute references and use \$ to lock cells.
- \* C I use mixed refs (A\$1, \$A1) and structured references in Excel Tables.

## 3. Formatting & data types

- \* A I apply bold/italics and basic number formats.
- \* B I apply date/number formats and built-in conditional formatting.
- \* C I write custom number formats and CF rules with formulas.

## 4. Core functions

- \* A I use SUM and AVERAGE.
- \* B I use IF, COUNTIF/SUMIF, and basic TEXT functions.
- \* C I nest functions (IFS, SUMIFS/COUNTIFS, advanced TEXT formulas).

## 5. Lookups

- \* A I search manually or filter to find values.
- \* B I use VLOOKUP for exact matches.
- \* C I use XLOOKUP or INDEX-MATCH (approximate/exact, match modes).

## 6. Sorting, filtering & tables

- \* A I use Sort/Filter on simple ranges.
- \* B I convert ranges to Excel Tables and remove duplicates.
- \* C I clean/shape data with Power Query (Get & Transform).

## 7. PivotTables

- \* A I haven't created a PivotTable.
- \* B I can build a basic PivotTable/PivotChart.
- \* C I group dates, add calculated fields, and design dashboard-ready views.

## 8. Dates & text

- \* A I enter dates/text manually.

- \* B I use LEFT/RIGHT/MID, TEXT, DATE, TODAY.
- \* C I use FIND/SEARCH, LEN, NETWORKDAYS, EOMONTH, TEXTSPLIT.

## **9. Charts**

- \* A I insert simple column/line charts.
- \* B I format charts, add labels and secondary axes/combination charts.
- \* C I build dynamic charts tied to Tables or named ranges; use Sparklines.

## **10. Data validation & protection**

- \* A I rarely use validation or protection.
- \* B I create drop-down lists and protect sheets.
- \* C I build dependent drop-downs/custom rules and protect workbook structure.

## **11. Dynamic arrays**

- \* A I haven't used functions like UNIQUE or FILTER.
- \* B I've used some dynamic array functions in simple cases.
- \* C I regularly use UNIQUE/FILTER/SORT with LET/LAMBDA for reusable logic.

## **12. Automation**

- \* A I don't use macros.
- \* B I can record and run a macro.
- \* C I write/edit VBA or use Office Scripts to automate tasks.

## **13. External/connected data**

- \* A I copy-paste from CSV or emails.
- \* B I import text/CSV and use Text to Columns.
- \* C I build refreshable connections (databases/web) using Power Query.

## **14. Error handling & auditing**

- \* A I fix errors manually when I see them.
- \* B I use IFERROR to catch errors.
- \* C I use IFNA/ISERROR and auditing tools (Trace Precedents/Dependents).

## **15. Modeling & performance**

- \* A I work with small files and basic formulas.
- \* B I use Tables and minimize volatile functions; adjust calc settings.
- \* C I build multi-sheet models; use Power Pivot/DAX or scenario modeling.

### How to Score

A = 1 point - B = 2 points - C = 3 points

Result: 15-22 = Beginner - 23-33 = Intermediate - 34-45 = Advanced

Interpret your score and choose your next step: - Beginner (15-22): Start with Excel Essentials - navigation, tables, core functions, chart basics. - Intermediate (23-33): Focus on analysis - PivotTables, SUMIFS/COUNTIFS, XLOOKUP, dynamic charts. - Advanced (34-45): Level up to Power Query, Power Pivot/DAX, dynamic arrays, and automation (VBA/Office Scripts). Tip: If one advanced topic (e.g., PivotTables, XLOOKUP, Power Query) feels unfamiliar, take the course level that covers it - even if your total score is higher.