Q 1. I know how to Sum and Count cells?

1)Yes 2)No 3) Maybe

Q 2. I know how to create a drop down in cell for easier entry?

1)Yes 2)No 3)Maybe

Q 3. I know how to find and replace values in large sheet?

1)Yes 2)No 3)Maybe

Q 4. I know how to hide and unhide rows and columns?

1)Yes 2)No 3)Maybe

Q 5. I know how to put filters in a table or a sheet?

1)Yes 2)No 3)Maybe

Q 6. I know how to put current date and time in excel cell using keyboard only?

1)Yes 2)No 3)Maybe

Q 7. I know how to use conditional formatting?

1)Yes 2)No 3)Maybe

Q 8. I know how to use IF, AND, OR and IF OR formulae?

1)Yes 2)No 3)Maybe

Q 9. I know how to create charts using data in excel?

1)Yes 2)No 3)Maybe

Q 10. I know how to make Pivot tables and Pivot chart?

1)Yes 2)No 3)Maybe