

## BAR Course 1 Day Pre-requisite Advanced Excel Course

### Self – Assessment

All participants of BAR course are required to be proficient with these functionalities which will be covered during this pre-course session.

If you find yourself answering “YES” to more than 70% of the following, you will not have difficulty following the BAR course. If this is not so, you must attend the **1-day Advanced Excel course**.

1	I have used Pivot Table to create report and analysis	
2	I am able to create a combo box that has a selection of January to December	
3	I can create bar, pie and line charts with chart formatting	
4	I have used conditional formatting	
5	I can create and delete range names	
6	I can create hyperlink to various places in a report	
7	I know how to extract desired text using text functions like (Left, Mid and Right)	
8	I fully understand the use of ROUND function	
9	I am able to use CHOOSE function	
10	I am able to use OFFSET function	
11	I am able to use INDEX function	
12	I am able to use CONCATENATE function	
13	I am able to use HLOOKUP or VLOOKUP to extract data from one report into another report	
14	I know how to use SUMIF function	
15	I know how to use COUNTIF function	
16	I understand the concept of IF...Then...Else programming logic in an Excel context.	
17	I am able to use ISERROR function	
18	I am able to copy formula and paste them onto separate cells as values	
19	I am able to understand why the same cell reference of A1 can be shown differently in a formula as “A1” or “\$A1” or “A\$1” or “\$A\$1”.	
20	I have attended a course in Advanced Excel within the last 2 years	

Name of Participant \_\_\_\_\_ IC No. \_\_\_\_\_

Intake of BAR Course \_\_\_\_\_

Signature of Participant \_\_\_\_\_ Date \_\_\_\_\_