

# IT SOLUTIONS FOR ADMINISTRATORS

## CONTINUOUS SELF EVALUATION

	On Route		Nearly There		Got It!	
<b>SPREADSHEETS:</b>						
<b>IF statements:</b>						
Creating IF statements						
Creating nested IF statements						
<b>Working with cells and cell data:</b>						
Cell formatting, including conditional formatting						
Using comments						
<b>Multiple worksheets:</b>						
Naming cells						
Inserting formula using names						
Naming/copying worksheets						
Inserting data and formulae simultaneously						
Using summary worksheets						
<b>Pivot tables:</b>						
Creating/editing pivot tables						
Changing layout						
Creating pivot charts						
Using more advanced functions eg % of Total						
<b>Filtering, sorting, grouping and outlining:</b>						
Using auto filter						
Using advanced filter						
Using multiple criteria						
Sorting on multiple criteria						
Customised sorting						
Grouping and outlining						
<b>Using complex functions:</b>						
Round, roundup and rounddown						
Count, countif						
Vertical lookups						
Horizontal lookups						
Sumif						
<b>Creating charts:</b>						
Customise data series in rows and columns						
<b>Importing data from external source:</b>						
Table from a word processing document						
Data from a database table						
<b>Printing:</b>						
Completed worksheet/s and sections from worksheets in value and formulae view						
Separate and embedded charts						

	Don't Know	Not Sure	Confident
<b>DATABASES:</b>			
<b>Relational databases:</b>			
Using primary and foreign keys			
Creating one to many relationships			
Enforce referential integrity			
Cascade updates and deletes			
Printing relationships			
<b>Queries in relational databases:</b>			
Query on minimum of 2 fields			
Using wildcards ie asterisk and question mark			
Using AND, OR, NOT, NULL to create more complex conditions			
<b>Using calculations in queries:</b>			
Use aggregate functions in queries: sum, average, max and min			
Use calculated fields in queries			
Sort on a minimum of two fields from multiple tables within a query			
<b>Creating forms:</b>			
Creating forms in access			
Establish order of data entry			
Set style and alignment			
Insert header and footer			
Enhancing the form so that all data is visible			
Inserting additional fields/records			
Using a combo box			
Working with tab order			
<b>Creating reports:</b>			
Create a report from a table or query			
Inserting report header/footer			
Inserting page header/footer			
Enhancing the report so that all data is visible			
Changing font and style of the report			
Inserting a label			
Changing the sort order			
<b>Using calculations in reports:</b>			
Using a calculated query – sum, average, min and max			
<b>Mail Merge:</b>			
Using business letters			
Using mailing labels (on A4 paper)			
<b>Exporting data:</b>			
Export data to spreadsheet, word processing and presentation software document			
<b>Printing:</b>			
Print extracts from database			
Print queries, forms and reports			

	Don't Know		Not Sure		Confident	
<b>WORD PROCESSING:</b>						
<b>Revision:</b>						
Memoranda						
Business Letters – multi-page						
Business Letters – tear off slip						
Reports						
Newsletters						
<b>Documentation for meetings:</b>						
Notice of meeting and agenda						
Minutes of meetings						
<b>Tables:</b>						
Convert text to table						
Sort lists – 3 levels						
Perform calculations: + - x /						
<b>Forms:</b>						
Use form fields/text fields						
Work with drop-down list fields/checkbox fields						
Protect a form						
<b>Working with large documents:</b>						
Inserting watermarks						
Inserting comments						
Inserting footnotes/endnotes						
Adding bookmarks						
Inserting cross-references						
Using styles						
Inserting tables of contents						
Inserting/deleting section breaks						
Using go to function						
Using find and replace						
Using captions						
Using borders/page borders						
Inserting headers/footers within different sections						
Inserting indexes						
<b>Dynamic linkage:</b>						
Integrate data from spreadsheet						
Dynamically linked chart or graph from spreadsheet						
Integrate results of database queries						
<b>Printing:</b>						
Print complete document						
Print selected part of a document						

	Don't Know		Not Sure		Confident	
<b>EMAIL:</b>						
Find an email						
Create folders						
Automatically manage messages						
Archive old messages						
Create automated responses						
Be aware of email etiquette						
Send and print email						
<b>EDIARY:</b>						
No new content at Higher, but candidates will deal with information regarding availability of attendees which will impinge on dates and times of meetings to be scheduled.						
<b>INTERNET:</b>						
Customise searches						
Use of cookies						
<b>PRESENTATION SOFTWARE:</b>						
Advance slides automatically timed to accommodate speaker notes						
Promote and demote slides and text within slides						
Import data from the internet						
Hyperlink to URL						
Create and print notes						