My Excel level, a self-check list

Only tick what you can do in a real spreadsheet without looking it up. Then count the ticks in each column.

Basic

- [ ] Build a list, set column width and number format
- [ ] Sort and filter by values
- [ ] SUM, AVERAGE, MIN and MAX
- [ ] Copy a formula down, lock references with $
- [ ] Format numbers as currency, percent or date
- [ ] Freeze the header row
- [ ] A simple IF, for example for "yes" and "no"
- [ ] Set up a sheet for printing

Ticks ___ of 8

Intermediate

- [ ] VLOOKUP or XLOOKUP
- [ ] SUMIFS and COUNTIFS
- [ ] Nested IF or IFERROR
- [ ] Build and filter a PivotTable
- [ ] Conditional formatting
- [ ] Dropdown with data validation
- [ ] Pick the right chart and label it
- [ ] Spot and fix #N/A, #VALUE! and #REF!

Ticks ___ of 8

Advanced

- [ ] INDEX with MATCH
- [ ] FILTER and formulas across sheets
- [ ] Power Query to combine and clean data
- [ ] Power Pivot or the data model
- [ ] Record and edit macros (VBA)
- [ ] Scenarios or Solver
- [ ] Dashboard with charts and slicers
- [ ] Automate a recurring report

Ticks ___ of 8

Scoring (rule of thumb)

- 6 or more ticks in the first column means basic.
- Plus 6 or more in the second column means intermediate.
- Plus 6 or more in the third column means advanced.
- If in doubt, list one level lower. Interviews will check.

For your resume

- Excel (basic), data entry, SUM and AVERAGE, sorting and filtering
- Excel (intermediate), XLOOKUP and VLOOKUP, SUMIFS, PivotTables for reports
- Excel (advanced), Power Query and macros, automated reporting

XLOOKUP and FILTER only exist in Microsoft 365, Excel 2024, Excel 2021 and Excel for the web.

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