

# Excel Proficiency (self test)

- Novice
  - OK with Data Entry tasks.
  - Novice formulas: SUM, IF, AVERAGE, COUNT, ROUND
- Intermediate
  - Comfortable building formulas to manipulate text and dates
  - This category includes most users who claim to know Excel very well.
  - Intermediate Formulas: SUMIF, COUNTIF, VLOOKUP, CHOOSE, MID
- Advanced
  - Knows what array formulas are and how to use them.
  - Can create and modify macros with or without the macro recorder.
  - Advanced Formulas: SUMPRODUCT, INDIRECT, INDEX, MATCH, OFFSET
- Expert
  - Can build add-ins for distribution and widespread use.
  - If you can think it, they can build it with Excel.
  - Expert Formulas: A true expert knows the strengths & weaknesses of every single function
- Guru
  - Probably just a handful of them in the world.
  - If you're an Expert, you probably know their names.

# Excel Proficiency Test Study Guide

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