



Ultra Expert

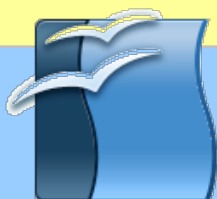
- Can use 60% of the programs features
- Can use conditional formatting
- Can export in different formats
- Can use "paste special"
- Can use filters
- Can import variety of data files (c.s.v., TAB etc)



Expert



- Can use simple sum, average, medium formulae
- Can use absolute and relative formulae
- Can merge cells and use alignment and spacing
- Can sort data safely
- Can format cells with various number, text and date formats etc.



Achiever

Microsoft Excel



Beginner

- Can use AutoSum
- Can use all basic charts (graphs) as well as edit their format and layout
- Can alter fonts and colours
- Can add borders
- Can add clipart and digital pictures
- Can adjust margins and page size
- Can undo any problems
- Can choose a template and preserve a good layout
- Can add new pages
- Can move around sheets