

AREAS OF KNOWLEDGE AND PROFICIENCY

ADMINISTRATIVE SKILLS ADDENDUM (Document 3)

Please complete the following section to indicate your experience level with skills in Excel, Word, and PowerPoint as applicable to the skills required for the position for which you are applying. If experience using these software programs is not listed as a requirement in the job posting to which you are responding, completion of the skills experience checklist below for that software program is not required. For example, if experience with Word and Excel are listed as requirements in the job posting but PowerPoint is not, you do not need to complete the PowerPoint section below.

Note that knowledge of a skill does not constitute experience in using a skill. Please check the box that accurately describes your experience using each skill based on the following definitions of skill level:

(Advanced) I have used this skill on a regular basis and am very proficient with the skill.

(Intermediate) I have performed this skill before and would be comfortable performing it again.

(Beginner) I have very little experience performing the skill.

(None) I don't know how to use the skill.

A	EXCEL SKILLS	Advanced	Intermediate	Beginner	None
1.	Adding print titles including headers and footers and making rows and columns print on each page.				
2.	Adding totals and subtotals to a worksheet.				
3.	Changing alignment of data and/or text direction within a cell.				
4.	Converting an Excel spreadsheet to a PDF document.				
5.	Copying and pasting a worksheet within a workbook or to a new workbook.				
6.	Create a spreadsheet for use with a Word doc formatted for mail merging forms, envelopes, or labels.				
7.	Creating a split window for viewing a spreadsheet.				
8.	Creating bar, pie, line and other charts from data entered into an Excel Spreadsheet.				
9.	Creating pivot tables for analyzing large amounts of data.				
10.	Cutting, pasting, and moving data within a worksheet.				
11.	Filtering data using the Excel filter function.				
12.	Formatting cells for dates, dollars, percentages, text, and custom numbers such as social security numbers, telephone numbers, etc.				
13.	Freezing panes for viewing a spreadsheet.				
14.	Importing both delimited and non-delimited text files to Excel for conversion to a spreadsheet.				
15.	Insert a comment into a cell.				
16.	Inserting and/or renaming a workbook within a spreadsheet.				
17.	Linking cells between worksheets.				
18.	Merge cells and wrap text.				
19.	Once imported, converting both delimited and non-delimited text files to spreadsheet format using Text to Columns.				
20.	Opening an existing spreadsheet, creating a new spreadsheet, saving an existing spreadsheet, and saving an existing spreadsheet as a new document in Excel.				
21.	Resizing cells in a worksheet and changing column and row width and height.				
22.	Setting or changing the print area and previewing the printed spreadsheet.				
23.	Showing gridlines when printing a document.				
24.	Showing row and column headings when printing a document.				
25.	Sorting data using the Excel sort function.				
26.	Using advanced formulas such as SUMIF, COUNTIF, SUMPRODUCT, etc. to compile and analyze data.				
27.	Using conditional formatting to highlight a cell based on the information entered.				
28.	Using Format Painter to copy and paste only the format of text or an object.				
29.	Using formulas such as SUM, AVERAGE, COUNT, MIN, and MAX, etc.				
30.	Using formulas such as Vlookup to pull data from one worksheet to another.				
31.	Using Help to figure out a new skill, formula, or other information in Excel.				
32.	Using nested IF formulas to analyze data.				
33.	Using relative and absolute references in formulas (\$ or not).				
34.	Using spell check, the thesaurus, the dictionary, and other reference tools.				
35.	Using the Find and Replace features in Excel.				
36.	Using the internet to figure out a new skill, formula, or other information in Excel.				
37.	Using the Paste Special options in Excel to paste comments only, values only, formulas only, or transpose data.				
38.	Please describe the training you received or how you gained your "Advanced" or "Intermediate" skills (on the job training, college courses, etc.):				

B	WORD SKILLS	Advanced	Intermediate	Beginner	None
1.	Accessing the Help menu to learn about new skills.				
2.	Changing line spacing within and between paragraphs.				
3.	Changing the alignment of text including centering, aligning left or right, and justifying.				
4.	Changing the font size, type, and color.				
5.	Changing the margins, page size, and page layout in a document.				
6.	Creating a form in Word that links to an Excel spreadsheet for mail merging letters, forms, labels or envelopes.				
7.	Creating a letter in Word.				
8.	Creating a numbered list or a bullet list.				
9.	Creating a table of contents from an outlined Word document.				
10.	Creating and printing envelopes and labels in Word.				
11.	Cutting and pasting text and other objects.				
12.	Drawing shapes, lines, and arrows.				
13.	Highlighting, bolding, italicizing, and underlining text.				
14.	Inserting a table, text box, object, or picture into a Word document.				
15.	Inserting headers and footers including titles, document references, page numbers, etc. on each page of a document.				
16.	Inserting separate formatting sections into a Word document to allow for different margin sizes, different headers and footers, and different page numbering within one document.				
17.	Inserting symbols into a document.				
18.	Opening an existing document, creating a new document, saving an existing document, or saving an existing document as a new document.				
19.	Using Format Painter to copy and paste only the format of text or an object.				
20.	Using spell check, the thesaurus, the dictionary, and other reference tools.				
21.	Please describe the training you received or how you gained your "Advanced" or "Intermediate" skills (on the job training, college courses, etc.):				

C	POWERPOINT SKILLS	Advanced	Intermediate	Beginner	None
1.	Accessing the Help menu to learn about new skills.				
2.	Adding animation to slides.				
3.	Adding headers and footers to slides including page numbers, document references, etc.				
4.	Adding notes seen by the presenter only to a slide.				
5.	Changing page size and orientation.				
6.	Creating a new PowerPoint presentation.				
7.	Creating charts and tables for viewing on slides of a presentation.				
8.	Cutting and pasting text, data, objects, or pictures.				
9.	Drawing shapes, lines, and arrows.				
10.	Formatting text size, font type, alignment, color, and spacing.				
11.	Inserting charts, objects, and pictures on slides.				
12.	Inserting headings and bullets on slides.				
13.	Inserting new slides into an existing presentation.				
14.	Printing slides and handouts.				
15.	Running the slide show including starting a slide show and moving from slide to slide.				
16.	Using and applying existing slide presentation designs in PowerPoint.				
17.	Using spell check, the thesaurus, the dictionary, and other reference tools.				
18.	Using the slide sorter to manipulate slide order.				
19.	Please describe the training you received or how you gained your "Advanced" or "Intermediate" skills (on the job training, college courses, etc.):				

Certification of Applicant

I certify that the information provided on the General Application for Employment, including this document and any inserts and/or an attached resume, is true, accurate and complete. If employed, any misrepresentation, falsification or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. Furthermore, The Housing Authority of the City of Raleigh has my permission to check references and verify all the information I have provided. I authorize my former employers, schools and other educational institutions I have attended to release my records and to discuss my performance with representatives of the Housing Authority of the City of Raleigh who are investigating my background.

Print Name _____

Signature _____ Date _____