## Nursing Informatics Competencies

### Spreadsheet Knowledge

Name:

| **Criteria** | **4 – Always** | **3 – Most of the Time** | **2 – Some of the Time** | **1 – Seldom** |
| --- | --- | --- | --- | --- |
| **Structure:**  Do you know the difference between rows and columns? |  |  |  |  |
| **Cells:**  Can you identify and manipulate (resize, highlight) individual cells in a spreadsheet? |  |  |  |  |
| **Graphs:**  Can you create graphs from highlighted rows and columns? |  |  |  |  |
| **Operations:**  Can you mentally calculate the following: =2+2\*6? |  |  |  |  |
| **Addition:**  Do you know how to write the formula to sum a column of numbers? |  |  |  |  |
| **Formula:**  Do you know how to calculate the average of a row of numbers? |  |  |  |  |
| **Statistics:**  Do you know how to calculate a t value in Excel? |  |  |  |  |
| **Text:**  Do you know how to format text lists on a spreadsheet (font selection, cell width, bold, italic)? |  |  |  |  |
| **Moving Columns:**  Do you know how to copy a column of figures into a second column? |  |  |  |  |
| **Importing:**  Do you know how to merge other program documents (e.g. Word, access, visual) into a spreadsheet? |  |  |  |  |
| **Total Score** | | | |  |

If you score above 32 points, you probably have the skill level you need.

If you score between 20 and 30, you have some skill but need more practice.

If you score below 20, you need more training and practice.

**Self-Assessment Reflections:**