Requirement Waiver for Speed Features of Microsoft Excel

I, _____________________ (name of IMO’s supervisor) hereby certify that
_______________________ (name of IMO) has demonstrated skill competency in

Speed Features of Microsoft Excel.

They are able to execute the following tasks:

- Use styles and templates to easily and consistently format your worksheets
- Use filters to find information meeting specified criteria
- Import text files and copy to/from Microsoft Word
- Create and use range names in formulas and in commands which specify ranges
- Sort, outline and automatically subtotal worksheets data
- Use View Manager to automate different views of a workbook
- Use Scenario Manager to test results of different input values
- Use Print Manager to print a sequence of ranges, views and scenarios

I understand that by signing this waiver I pledge that _____________ (name of IMO) will be able to serve as a resource in this software for the faculty/staff they support as an IMO.

________________________________  ______________________________
Date       IMO’s Supervisor’s Signature

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IMO’s Signature