Microsoft Excel 2010 – Essentials
Assessment Fact Sheet

Overview

Microsoft Excel 2010 is the spreadsheet component of the Microsoft Office 2010 suite. The Microsoft Excel 2010 simulation evaluates the candidate's experience in sorting and filtering data, creating and applying simple functions and formulas, modifying cell formatting and content, viewing and printing workbooks, managing workbooks and worksheets, adding headers, footers and page breaks, creating and labelling charts and pivot tables, setting a print area, securing and sharing workbooks, and presenting data in different visual models. The Essentials version consists of the 20 most important and frequently performed tasks. All questions are written at an 8th grade reading level.

Details

Allowed Time (minutes)	25 minutes
Number of Sittings	One
Designed for Unproctored Environment	Yes
Question Format	Simulation
Product Category	Software Skills

Knowledge, Skills, Abilities and Competencies Measured

Measures knowledge and skills of the following Microsoft Excel 2010 topics:

- Applying Formulas and Functions
- Creating and Analyzing Data
- Formatting Cells, Data, and Content
- Managing Workbooks and Worksheets
- Presenting Data Visually
- Printing and Views
- Sharing, Maintaining, and Securing Workbooks

Example Questions

Horizontally center the content of the selected cells.

Example Reports

Test: Microsoft Excel 2010 - Essentials

Score Summary: 50.0 -- Percentile: 30

Total Number of Questions:	20
Number Correct:	10
Number Incorrect:	10
Number left Blank:	0

Analysis By Skill Level:

Basic	6 of 10 Correct (60%)
Intermediate	4 of 10 Correct (40%)
Overall Score	10 of 20 Correct (50%)

Score Comparison:

Company Wide Comparison: 0 Scores.

	Average	High	Low
Score	0.0	0.0	0.0
Time (mm:ss)	00:00	00:00	00:00

System Wide Comparison: 0 Scores.

	Average	High	Low
Score	0.0	0.0	0.0
Time (mm:ss)	00:00	00:00	00:00

Time Summary:

Time Taken (mm:ss):	02:18
Started on:	6/30/14 9:23 PM
Completed on:	6/30/14 9:26 PM

Analysis By Job Skill:

Applying Formulas and Functions	2 of 2 Correct (100%)
Creating and Analyzing Data	1 of 3 Correct (33%)
Formatting Cells, Data, and Content	3 of 5 Correct (60%)
Managing Workbooks and Worksheets	3 of 5 Correct (60%)
Presenting Data Visually	0 of 2 Correct (0%)
Printing and Views	1 of 3 Correct (33%)

Score Details:

#	Question Description	Job Skill	Skill Level	Result	Time (seconds)
1	Create a workbook from a template	Managing Workbooks and Worksheets	Basic	Correct	5.7
2	Enable text wrapping in a cell	Formatting Cells, Data, and Content	Basic	Correct	3.1
3	Insert a row	Managing Workbooks and Worksheets	Basic	Incorrect	7.8
4	Print selected cells	Printing and Views	Basic	Incorrect	8.7
5	Adjust the viewing size	Printing and Views	Basic	Incorrect	6.6
6	Freeze or split columns and rows in a worksheet	Printing and Views	Basic	Correct	6.9
7	Copy and paste cell data	Formatting Cells, Data, and Content	Basic	Correct	8.8
8	Sort data in a worksheet	Creating and Analyzing Data	Basic	Incorrect	6.4
9	Add or delete a worksheet in a workbook	Managing Workbooks and Worksheets	Basic	Correct	4.2
10	Use AutoFit for column and row sizing	Formatting Cells, Data, and Content	Basic	Correct	2.4
11	Create a cell style	Formatting Cells, Data, and Content	Intermediate	Incorrect	10.3