

# Microsoft Excel 2010 (Adaptive)

## Assessment Fact Sheet

### Overview

The Microsoft Excel 2010 (adaptive) test measures knowledge of Excel 2010. Designed for experienced users.

Job Family/Title	Knowledge Worker, Computer User
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### Details

Average Testing Time (minutes)	22 minutes
Allowed Time (minutes)	90 minutes
Maximum Number of Questions	30 questions
Number of Sitzings	One
Designed for Unproctored Environment	Yes
Question Format	Multiple Choice – Adaptive
Product Category	Software Skills

### Knowledge, Skills, Abilities and Competencies Measured

The following areas are covered:

- Advanced User Features
- Functions and Analytical Tools
- Multiple Worksheets
- Printing and Views
- Privacy and Security
- Tables and Graphics
- Workbook and Worksheet Features
- Worksheet Formatting

## Example Questions

[Exit](#)

Question Time Remaining: 0h : 2m : 48s

When using the Microsoft Query Wizard, what feature is used to designate the rows to include in a query?

<b>a</b>	<input type="radio"/> Source Selector
<b>b</b>	<input type="radio"/> Data Filter
<b>c</b>	<input type="radio"/> Data Validator
<b>d</b>	<input type="radio"/> Row Selector
<b>e</b>	<input type="radio"/> Limited Query

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## Example Reports

**Text: Microsoft Excel 2010 (adaptive)**  
This report is confidential and its contents are intended to assist in the prediction of an applicant's work behavior. If you would like more information about this interpretive report or other products that SHL offers, please contact your account representative.

**Scores: 2.7%**  
**Proficiency Level: Proficient (2.51 - 3.50)**  
The candidate has mastered the basic concepts of Microsoft Excel 2010 (adaptive), including:

- Tables and Graphics
- Print and Views
- Privacy and Security

The candidate demonstrates a clear understanding of intermediate Microsoft Excel 2010 (adaptive) concepts, such as:

- Worksheet Formatting
- Advanced User Features

The candidate may have some knowledge of more advanced Microsoft Excel 2010 (adaptive) concepts such as:

- Functions and Analytical Tools
- Workbook and Worksheet Features
- Multiple Worksheets

At the Proficient level, the candidate will be capable of working on most projects involving Microsoft Excel 2010 (adaptive) with minimal assistance. However, the candidate will probably require more assistance with advanced concepts.

**Percentile Comparisons**  
The percentile score indicates how well the candidate scored relative to other candidates in the comparison population indicated by the score.

	Low	Medium	High
Percentile	10	70	100
Global Population	48		
Company Population	12		

**Detail Item Results**

Order	Question	Topic	Description	Skill Level	Time Taken (Seconds)	Is Correct	A	B	C	Theta	Info	Stand Error
1	MS_EXCEL_2010_B8_0364	Privacy and Security	Worksheet Protection	Basic	21.1	No						
2	MS_EXCEL_2010_B8_0610	Functions and Analytical Tools	Common Functions	Advanced	40.9	No						
3	MS_EXCEL_2010_B8_0697	Tables and Graphics	Charts	Basic	29.1	No						