

# Microsoft Excel 2010

## 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 functions and formulas, modifying cell formatting and content, viewing and printing workbooks, managing workbooks and worksheets, adding headers, footers and page breaks, creating and labeling charts and pivot tables, using conditional formatting and conditional statements, setting a print area, configuring worksheet protection settings, securing and sharing workbooks, utilizing various data tools, and presenting data in different visual models.

### Details

Average Testing Time (minutes)	35 minutes
Number of Sitzings	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

	A	B	C	D	E	F	G
1	<b>Operating expenses</b>	<b>FY1</b>	<b>FY2</b>	<b>FY3</b>	<b>FY4</b>	<b>FY5</b>	
2	Payroll	\$180,000.00	\$203,400.00	\$229,842.00	\$259,721.46	\$293,485.25	
3	Payroll taxes	\$12,960.00	\$14,644.80	\$16,548.62	\$18,699.95	\$21,130.94	
4	Depreciation	\$4,512.00	\$4,403.00	\$4,138.82	\$3,890.49	\$3,657.06	
5	Insurance	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	
6	Sales	\$140,252.00	\$151,472.16	\$163,589.93	\$176,677.13	\$190,811.30	
7	Marketing	\$43,000.00	\$87,980.00	\$93,258.80	\$98,854.33		
8	Maintenance, repair, and overhaul	\$40,000.00	\$40,000.00	\$38,000.00	\$38,000.00	\$36,000.00	
9	Utilities	\$30,000.00	\$30,900.00	\$31,827.00	\$32,781.81	\$33,765.26	
10	Property taxes	\$18,240.00	\$20,064.00	\$22,070.40	\$24,277.44	\$26,705.18	
11	Administrative fees	\$18,000.00	\$18,720.00	\$19,468.80	\$20,247.55		
12	Transportation and travel	\$74,000.00	\$76,220.00	\$78,506.60	\$80,861.80	\$83,287.65	
13	Sponsorships	\$15,000.00	\$17,000.00	\$10,000.00	\$12,000.00	\$24,000.00	
14	Donations	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	
15	Other	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	
16	<b>Total operating expenses</b>	<b>\$674,964.00</b>	<b>\$723,803.96</b>	<b>\$766,250.98</b>	<b>\$825,011.95</b>	<b>\$771,842.65</b>	

Horizontally center the content of the selected cells.

## Example Reports

Test: Microsoft Excel 2010

**Score Summary: 83.3 -- Percentile: 96**

Total Number of Questions:	30
Number Correct:	25
Number Incorrect:	5
Number left Blank:	0

**Analysis By Skill Level:**

Basic	9 of 10 Correct (90%)
Intermediate	8 of 10 Correct (80%)
Advanced	8 of 10 Correct (80%)
Overall Score	25 of 30 Correct (83%)

**Score Comparison:**

**Company Wide Comparison:**

	<b>0 Scores.</b>	Average	High	Low
Score		0.0	0.0	0.0
Time (mm:ss)		00:00	00:00	00:00

**System Wide Comparison:**

	<b>0 Scores.</b>	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):	04:15
Started on:	6/30/14 8:50 PM
Completed on:	6/30/14 8:56 PM

**Analysis By Job Skill:**

Applying Formulas and Functions	3 of 4 Correct (75%)
Creating and Analyzing Data	3 of 4 Correct (75%)
Formatting Cells, Data, and Content	6 of 7 Correct (85%)
Managing Workbooks and Worksheets	6 of 6 Correct (100%)
Presenting Data Visually	4 of 4 Correct (100%)
Printing and Views	2 of 3 Correct (66%)
Sharing, Maintaining, and Securing Workbooks	1 of 2 Correct (50%)

**Score Details:**

#	Question Description	Job Skill	Skill Level	Result	Time (seconds)
1	Create a workbook from a template	Managing Workbooks and Worksheets	Basic	Correct	8.1
2	Enable text wrapping in a cell	Formatting Cells, Data, and Content	Basic	Correct	3.9
3	Insert a row	Managing Workbooks and Worksheets	Basic	Correct	3.4
4	Print selected cells	Printing and Views	Basic	Correct	6.2
5	Adjust the viewing size	Printing and Views	Basic	Correct	5.0
6	Freeze or split columns and rows in a worksheet	Printing and Views	Basic	Incorrect	7.0
7	Copy and paste cell data	Formatting Cells, Data, and Content	Basic	Correct	6.8