# 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 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

Horizontally center the content of the selected cells.

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:** 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): | 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 |