

21	Incorrect	Merge and Center Cells	General Commands and Properties Formatting and Editing	Advanced	00:00:06
22	Correct	Sort	Formatting and Editing	Intermediate	00:00:04
23	Correct	Margins	Page Layout	Basic	00:00:09
24	Correct	Page Orientation	Page Layout	Basic	00:00:10
25	Correct	Header/Footer	Insert Tools	Intermediate	00:00:10
26	Correct	Spell Check	General Commands and Properties	Basic	00:00:11
27	Correct	Print Centered on Page	Page Layout	Advanced	00:00:17
28	Correct	Create PivotTable	Insert Tools	Advanced	00:00:16
29	Correct	Print Scaling	Page Layout	Intermediate	00:00:36
30	Correct	Print Worksheet	General Commands and Properties	Basic	00:00:09

Question Level Statistics

	Number of Questions	Number Correct	Total Percentage
Basic	18	18	100%
Intermediate	8	8	100%
Advanced	4	3	75%
Total	30	29	97%

Question Type Statistics

	Number of Questions	Number Correct	Total Percentage
Formatting and Editing	13	12	92%
Formulas	2	2	100%
General Commands and Properties	7	7	100%
Insert Tools	4	4	100%
Page Layout	4	4	100%
Total	30	29	97%

Test Description

Microsoft Excel 2010 is a popular spreadsheet application. It is included in the Microsoft Office Package, which also includes Word and PowerPoint. The Microsoft Excel 2010 - Whole Test combines both the Normal and Power User Test.

The Microsoft Excel 2010 - Normal User test is designed to test clerical level users of Excel who are required to edit, develop, and create Excel Workbooks. This test assesses the user's ability to create and develop a basic Excel workbook, including the most commonly used commands for formatting cells, navigation through the application, using formulas, and changing the overall appearance of the spreadsheet.

The Microsoft Excel 2010 - Power User test attempts to provide the basis for separating candidates who possess limited exposure to Microsoft Excel 2010 from those who are conversant with the full functionality of the software. The primary topics include advanced formatting and formula writing. This test is designed to test candidates who will be required to use some of the more advanced features of the program on a regular basis.

Tests for Microsoft Word and Microsoft Outlook are also available.

- Test takers, please contact your test administrator or recruiter for scoring guidelines.
- Administrators, please refer to the Scoring Guidelines page within the Resources section of your Administration Center for scoring guidelines.

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K Morrison

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