MICROSOFT EXCEL TEST

(2003-2013)

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OVERVIEW

Designed to test an individual's ability to perform tasks within a simulated Microsoft Excel environment. The simulated test platform is designed to closely mimic the look, feel and functionality of the original software. The functionality is fair to candidates in that it allows the tasks to be completed in a familiar way using menus, buttons, left clicks, right clicks and keyboard shortcuts in a way that they are most accustomed.

Candidates are presented with 15 questions to complete. Each question is assigned an allocated time to complete; typically 60-80 seconds, depending on the complexity of the question presented. The candidate's responses are automatically marked and a point is awarded for each correctly answered question. Skipped questions or those that are not taken will result in no point being awarded.

Sample question
Intermediate level

KDOWN

Q7: INTERMEDIATE – SECURITY (QID: 2454)

Q. Siobahn, add default protection in the current worksheet.

CORRECT

QUESTION VIEWS	TIME ON QUESTION	SCORE
1	00:00:34	1

SKILLS MEASURED: COMPUTER LITERACY | LEVEL OF COMPETENCE | ACCURACY | ADAPTABILITY | SPEED | PROFICIENCY

TEST DETAILS

PRACTICE TEST AVAILABLE	RANDOMISED PRESENTATION	20 MINUTES ALLOWED	15 MINS AVERAGE COMPLETION TIME	15 QUESTION PRESENTED	80 QUESTIONS IN POOL

COMPLEMENTARY TESTS: MS WORD | MS POWERPOINT | MS OUTLOOK | IT LITERACY

BASIC
Level 1

In this test candidates are required to understand the principles of Microsoft Excel and demonstrate they are able to competently navigate the software, create and save their work, and perform essential and common daily tasks.

This level is appropriate for a candidate who uses MS Excel daily as a simple spreadsheet application and has access to assistance if required.

INTERMEDIATE
Level 2

In this test candidates are required to understand the concept of Microsoft Excel and demonstrate they are able to perform tasks which are required frequently for more advanced cell calculations and setting changes.

This level is appropriate for a candidate who regularly writes templates, interactive tables, charts and formulas.

EXPERT
Level 3

In this test candidates are required to be highly proficient in using Microsoft Excel and demonstrate they are able to change permission settings, display an understanding of advanced macro commands, lookups, pivot tables and complex formula. This test builds on Core by increasing the rarity of the tasks tested and the depth of knowledge required to complete the task within the given time.

This level is appropriate for a candidate who is expected to use MS Excel autonomously and understand a greater scope of the software's capabilities.