

|    |           |                        |   |              |          |
|----|-----------|------------------------|---|--------------|----------|
| 21 | Incorrect | Merge and Center Cells | General Commands and Properties<br>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%              |
| <b>Total</b> | <b>30</b>           | <b>29</b>      | <b>97%</b>       |

#### 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%             |
| <b>Total</b>                    | <b>30</b>           | <b>29</b>      | <b>97%</b>       |

#### 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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