

17	Correct	Insert Chart	Insert Tools	Intermediate	00:00:00
18	Correct	Chart Styles	Insert Tools	Basic	00:00:00
19	Correct	Text Wraps	Formatting and Editing	Intermediate	00:00:01
20	Correct	Insert Worksheet	General Commands and Properties	Basic	00:00:00
21	Correct	Merge and Center Cells	Formatting and Editing	Advanced	00:00:00
22	Correct	Sort	Formatting and Editing	Intermediate	00:00:00
23	Correct	Margins	Page Layout	Basic	00:00:00
24	Correct	Page Orientation	Page Layout	Basic	00:00:00
25	Incorrect	Header/Footer	Insert Tools	Intermediate	00:00:00
26	Correct	Spell Check	General Commands and Properties	Basic	00:00:00
27	Correct	Text Combined on Page	Page Layout	Advanced	00:00:00
28	Correct	Custom Paragraph	Insert Tools	Advanced	00:00:00
29	Correct	Print Scaling	Page Layout	Intermediate	00:00:00
30	Correct	Print Worksheet	General Commands and Properties	Basic	00:00:00

Question Level Statistics

	Number of Questions	Number Correct	Total Percentage
Basic	10	10	100%
Intermediate	6	6	100%
Advanced	4	4	100%
Total	20	20	100%

Question Type Statistics

	Number of Questions	Number Correct	Total Percentage
Formatting and Editing	11	11	100%
Formulas	0	0	0%
General Commands and Properties	0	0	000%
Insert Tools	4	3	75%
Page Layout	4	4	100%
Total	20	20	100%

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 - Normal User Test measures both the Normal and Power User Test.

The Microsoft Excel 2010 - Normal User Test is designed to test critical-level users of Excel who are required to edit, delete, and create Excel Worksheets. This test measures the user's ability to create and develop a basic Excel spreadsheet, 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 direct 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 editing. 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.

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David Baud

A red circular graphic with a gradient, appearing as a semi-circle or a partial circle, located to the right of the author's name.

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