

Microsoft Excel 2016 - Whole Test

Test Results for: Ammar Chohan

Test Date: 11/12/2019

Elapsed Time: 00:31:52

Questions Correct: 54 out of 55

Percent Correct: 98%

Global Average: 69%

Percentile Ranking: 91st

Detail Score Report

Q#	Status	Task	Topic	Level	Time
1	Correct	Open a Workbook	General Commands and Properties	Basic	00:00:14
2	Correct	Insert a Row	Formatting and Editing	Basic	00:00:10
3	Correct	Font Style	Formatting and Editing	Basic	00:00:07
4	Correct	Font Size	Formatting and Editing	Basic	00:00:07
5	Correct	Format Cells as Currency	Formatting and Editing	Basic	00:00:07
6	Correct	SUM Function	Formulas	Intermediate	00:00:26
7	Correct	Copy	Formatting and Editing	Basic	00:00:05
8	Correct	Paste a Function	Formatting and Editing	Basic	00:00:20
9	Correct	Save	General Commands and Properties	Basic	00:00:05
10	Correct	Text Alignment	Formatting and Editing	Basic	00:00:05
11	Correct	Selecting Cells	General Commands and Properties	Basic	00:00:08
12	Correct	Borders	Formatting and Editing	Intermediate	00:00:26
13	Correct	Renaming a Worksheet	General Commands and Properties	Basic	00:00:07
14	Correct	Insert Column	Formatting and Editing	Basic	00:00:12
15	Correct	Use AVERAGE Function	Formulas	Advanced	00:00:21
16	Correct	Column Width	Formatting and Editing	Intermediate	00:00:10
17	Correct	Insert Chart	Insert Tools	Intermediate	00:00:19
18	Correct	Chart Styles	Insert Tools	Basic	00:00:14
19	Correct	Text Wrap	Formatting and Editing	Intermediate	00:00:15
20	Correct	Insert Worksheet	General Commands and Properties	Basic	00:00:09
21	Correct	Merge and Center Cells	Formatting and Editing	Advanced	00:00:04
22	Correct	Sort	Formatting and Editing	Intermediate	00:00:22
23	Correct	Margins	Page Layout	Basic	00:00:20
24	Correct	Page Orientation	Page Layout	Basic	00:00:09
25	Correct	Header/Footer	Insert Tools	Intermediate	00:01:41
26	Correct	Spell Check	General Commands and Properties	Basic	00:00:15
27	Correct	Print Centered on Page	Page Layout	Advanced	00:00:26
28	Correct	Create PivotTable	Insert Tools	Advanced	00:01:18
29	Correct	Print Scaling	Page Layout	Intermediate	00:01:31
30	Correct	Print Worksheet	General Commands and Properties	Basic	00:00:31
31	Correct	Hide Column	Formatting and Editing	Basic	00:00:11
32	Correct	Freeze Panes	Tools and Data Management	Intermediate	00:00:08
33	Correct	Concatenate	Formulas	Advanced	00:01:13
34	Correct	IF Statement	Formulas	Advanced	00:00:59
35	Correct	Select Non-Contiguous Cells	General Commands and Properties	Basic	00:00:18
36	Correct	Paste Special	Formatting and Editing	Intermediate	00:00:07
37	Correct	Fill Handle	General Commands and Properties	Intermediate	00:00:15
38	Correct	Conditional Formatting	Formatting and Editing	Advanced	00:00:23
39	Correct	Custom Sort	Formatting and Editing	Basic	00:00:35
40	Correct	Table Style	Formatting and Editing	Basic	00:00:20
41	Correct	Edit PivotTable	Insert Tools	Intermediate	00:00:27
42	Correct	PivotTable Filter	Insert Tools	Intermediate	00:00:16
43	Correct	Create PivotChart	Insert Tools	Advanced	00:00:32
44	Correct	Create a Macro	Tools and Data Management	Advanced	00:00:43
45	Correct	Run a Macro	Tools and Data Management	Basic	00:00:10
46	Correct	Turn on AutoFilter	Tools and Data Management	Basic	00:00:06
47	Correct	Apply Filter	Tools and Data Management	Intermediate	00:00:22
48	Correct	Cell References	Formulas	Advanced	00:00:31
49	Correct	Convert Text to Columns	Tools and Data Management	Basic	00:00:34
50	Correct	VLOOKUP	Formulas	Advanced	00:02:59
51	Correct	COUNTIF	Formulas	Advanced	00:02:42
52	Incorrect	Create a Custom List	General Commands and Properties	Advanced	00:01:13
53	Correct	Select Multiple Worksheets	General Commands and Properties	Basic	00:00:09
54	Correct	Insert Page Break	Page Layout	Basic	00:00:22
55	Correct	Print Area	Tools and Data Management	Basic	00:00:13

Question Level Statistics

Level	Number of Questions	Number Correct	Total Percentage
Basic	28	28	100%
Intermediate	14	14	100%
Advanced	13	12	92%
Total	55	54	98%

Question Topic Statistics

Topic	Number of Questions	Number Correct	Total Percentage
General Commands and Properties	11	10	91%
Formatting and Editing	18	18	100%
Formulas	7	7	100%
Insert Tools	7	7	100%
Page Layout	5	5	100%
Tools and Data Management	7	7	100%
Total	55	54	98%

Test Description

Microsoft Excel 2016 is a popular spreadsheet application. It is included in the Microsoft Office Package, which also includes Word and PowerPoint. The Microsoft Excel 2016 - Whole Test combines both the Normal and Power User Test. The Microsoft Excel 2016 - 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 2016 - Power User test attempts to provide the basis for separating candidates who possess limited exposure to Microsoft Excel 2016 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.