

**Overview**

Multi-choice test that measures the ability to use MS Excel to maintain, organize, analyze and present numeric data.

**Relevant Job Roles**

Administrative Services Manager, Sales Manager, General and Operations Manager, Marketing Manager, Business Analyst, Consultant

**Details****Language**

English (US)

**Average Testing Time (minutes)**

06 minutes

**Allowed Time (minutes)**

10 minutes

**Maximum Number of Questions**

12 questions

**Number of Sitzings**

One

**Test Type**

Multiple Choice - CTT

**Sector**

Software Skills

**Scores Reported**

- Overall Score
- MS Excel Basics
- Data Analysis and Presentation

**O\*NET Competency**

Spreadsheet Software

**Knowledge, Skills, Abilities And Competencies Measured**

The following areas are covered:

- Basics of MS Excel
- Text and cell formatting
- Managing multiple worksheets and workbooks
- Mathematical and logical formulae
- Conditional formatting and data validation
- Charts and pivot tables
- Review, track changes and comments