



Microsoft Excel 2016 - Normal User

Test Results for: Kris Kantor

Test Date: 12/10/2018

Elapsed Time: 00:06:24

Questions Correct: 23 out of 30

Percent Correct: 77%

Global Average: 70%

Percentile Ranking: 61st



Detail Score Report

Q#	Status	Task	Topic	Level	Time
1	Correct	Open a Workbook	General Commands and Properties	Basic	00:00:09
2	Correct	Insert a Row	Formatting and Editing	Basic	00:00:07
3	Correct	Font Style	Formatting and Editing	Basic	00:00:00
4	Correct	Font Size	Formatting and Editing	Basic	00:00:02
5	Correct	Format Cells as Currency	Formatting and Editing	Basic	00:00:06
6	Correct	SUM Function	Formulas	Intermediate	00:00:04
7	Correct	Copy	Formatting and Editing	Basic	00:00:00
8	Correct	Paste a Function	Formatting and Editing	Basic	00:00:00
9	Correct	Save	General Commands and Properties	Basic	00:00:00
10	Incorrect	Text Alignment	Formatting and Editing	Basic	00:00:01
11	Correct	Selecting Cells	General Commands and Properties	Basic	00:00:02
12	Correct	Borders	Formatting and Editing	Intermediate	00:00:27
13	Correct	Renaming a Worksheet	General Commands and Properties	Basic	00:00:07
14	Correct	Insert Column	Formatting and Editing	Basic	00:00:04
15	Incorrect	Use AVERAGE Function	Formulas	Advanced	00:00:02
16	Correct	Column Width	Formatting and Editing	Intermediate	00:00:02
17	Correct	Insert Chart	Insert Tools	Intermediate	00:00:05
18	Incorrect	Chart Styles	Insert Tools	Basic	00:00:15
19	Correct	Text Wrap	Formatting and Editing	Intermediate	00:00:03
20	Correct	Insert Worksheet	General Commands and Properties	Basic	00:00:03
21	Correct	Merge and Center Cells	Formatting and Editing	Advanced	00:00:04
22	Incorrect	Sort	Formatting and Editing	Intermediate	00:00:04
23	Correct	Margins	Page Layout	Basic	00:00:05
24	Correct	Page Orientation	Page Layout	Basic	00:00:05
25	Incorrect	Header/Footer	Insert Tools	Intermediate	00:00:08
26	Correct	Spell Check	General Commands and Properties	Basic	00:00:06
27	Incorrect	Print Centered on Page	Page Layout	Advanced	00:00:03
28	Correct	Create PivotTable	Insert Tools	Advanced	00:00:34
29	Incorrect	Print Scaling	Page Layout	Intermediate	00:00:14
30	Correct	Print Worksheet	General Commands and Properties	Basic	00:00:10

Question Level Statistics

Level	Number of Questions	Number Correct	Total Percentage
Basic	18	16	89%
Intermediate	8	5	63%
Advanced	4	2	50%
Total	30	23	77%

Question Topic Statistics

Topic	Number of Questions	Number Correct	Total Percentage
General Commands and Properties	7	7	100%
Formatting and Editing	13	11	85%
Formulas	2	1	50%
Insert Tools	4	2	50%
Page Layout	4	2	50%
Total	30	23	77%

Test Description

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.