## Vince Sample

Position: Sample Test Portfolio Test Date: June 5, 2023 Test Event ID: ABC-D1Fg-2H3I-jkImN | Test Ver: 1.0



SKILLS TEST         Microsoft Excel 365 Test	Results Summary	
The Microsoft Excel 365 test measures proficiency with a wide range of functionalities in Excel 365, from beginner to advanced level.	Score 11	Proficiency Intermediate

## **Results Details**

Candidates receive a score from 1-20 and a proficiency rating from Beginner to Advanced. The score is a numerical reflection of the candidate's proficiency.

Vince received a score of 11 on the Microsoft Excel 365 test, indicating that their proficiency is at the Intermediate level.

The table below provides a summary of the knowledge and skills for each proficiency level. Note that the content areas included in the table are not exhaustive of each category.

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Beginner	Foundational	Intermediate	Skilled	Advanced
<ul> <li>Navigating files (e.g. opening &amp; saving Excel files)</li> <li>Formatting cells (e.g. font, cell alignment)</li> <li>Formula basics (e.g. using '=' to start a formula, basic cell referencing)</li> <li>Cell navigation and selection (e.g. selecting cells, rows, and columns)</li> </ul>	<ul> <li>Basic commands (e.g. cut, copy, paste)</li> <li>Fill data automatically in cells (i.e. AutoFill)</li> <li>Basic functions (e.g. SUM, AVERAGE, COUNT)</li> <li>Changing data types (i.e. Number formatting)</li> <li>Modifying worksheets (e.g. resizing, hiding, or deleting rows and columns)</li> </ul>	<ul> <li>Sorting and filtering data</li> <li>Troubleshooting errors (e.g. #NUM!, #SPILL!)</li> <li>Format painter</li> <li>Creating and editing charts</li> <li>Text to columns</li> </ul>	<ul> <li>Skilled functions (e.g. SUMIF, COUNTIF, SUMPRODUCT)</li> <li>Array formulas</li> <li>Nested functions (e.g. IF and AND)</li> <li>Absolute, relative and mixed cell referencing</li> <li>Workbook security (e.g. Encrypting Workbook with password)</li> </ul>	<ul> <li>Advanced functions (e.g. LOOKUP functions)</li> <li>Macros and VBA</li> <li>PivotTables</li> <li>Data validation</li> <li>Logical operators and wildcards</li> </ul>

Indicates the current level of proficiency for the candidate. They are likely to be able to perform some of the functions in this category but not all.

Indicates the candidate has exceeded this level of proficiency. They are likely to be able to perform the functions included in this category.

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