

Interpreting the Score Report




# Microsoft Excel 365


# Microsoft Excel 365

- The **Excel 365** skills test is an assessment that measures a candidate's ability to complete a wide range of functionalities in Excel 365.
- The test can be used to assess job readiness for roles that require regular use of the software at the beginner through to the advanced level.
- There are two versions of the Excel 365 test available:
  - **Excel 365 Skills Test:** The standard version that includes 12 multiple choice questions and takes approximately 5 minutes to complete. This version can be completed on a mobile device.
  - **Excel 365 Interactive Skills Test:** This version includes 3 interactive Excel simulations as well as 12 multiple choice questions. This version takes approximately 7 minutes to complete and must be completed on a computer.

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



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SKILLS TEST

## Microsoft Excel 365 Test

The Microsoft Excel 365 test measures proficiency with a wide range of functionalities in Excel 365, from beginner to advanced level.

Results Summary

Score	Proficiency
11	Intermediate




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**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.

 Beginner	 Foundational	 Intermediate	Skilled	Advanced
<ul style="list-style-type: none"> <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 style="list-style-type: none"> <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 style="list-style-type: none"> <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 style="list-style-type: none"> <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 style="list-style-type: none"> <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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# Candidate Information and Results Summary

**1** **Vince Sample**  
Position: Sample Test Portfolio  
Test Date: June 5, 2023  
Test Event ID: ABC-D1Fg-2H3I-jklmN | Test Ver: 1.0 **3**

 **SKILLS TEST**  
**Microsoft Excel 365 Test**

The Microsoft Excel 365 test measures proficiency with a wide range of functionalities in Excel 365, from beginner to advanced level.

**2**

Results Summary	
Score	Proficiency
<b>11</b>	<b>Intermediate</b>

1. The top of the page of every **Excel 365** score report displays the candidate's information, including the candidate's name, position applied for, the date the candidate took the assessment, and the Test Event ID.
2. The Results Summary provides the applicant's numerical score and proficiency rating.
3. The Test Event ID is given to candidates at the beginning of their assessment and is used if they encounter any issues during the test. They simply return to [www.oda1.com](http://www.oda1.com), enter their Event ID, and then they can continue their assessment from where they left off.

# Results Details

- Candidates receive a numerical score ranging from 1-20. This is a standard score that indicates how they have performed relative to other people.
- The candidate's score determines their rating of Excel Proficiency. There are five different proficiency ratings ranging from Beginner to Advanced. The score cut-offs that correspond to the different Proficiency ratings are indicated in the table.
- The score that is assigned reflects both the number of questions the test taker answered correctly, and the level of difficulty they were able to work their way up to.
- It's important to think about the level of Excel skill required in the job when interpreting a candidate's results. A candidate who scores 18 on the test may not be better suited than a candidate who scores 9, if the job only requires an intermediate level of Excel proficiency.

Score	Proficiency
1-4	Beginner
5-8	Foundational
9-12	Intermediate
13-16	Skilled
17-20	Advanced

# Results Details

1. If you've created a custom score range, that range will appear in the Results Details section. This will indicate whether the candidate's score fell inside the range you've set.
2. The Results Details section also provides a graphical display of where the candidate's score places them on the range of Proficiency.
3. Beneath each Proficiency rating is a sample of some of the Excel knowledge and skills that can typically be demonstrated by people at that Proficiency level.

- ✓ This icon indicates the candidate has exceeded a Proficiency level and is likely to possess the associated knowledge and skills.
- ✓ This icon indicates the candidate's current Proficiency level. They are likely to possess some but not all the knowledge and skills associated with that level.

## 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.

Selected Score Range

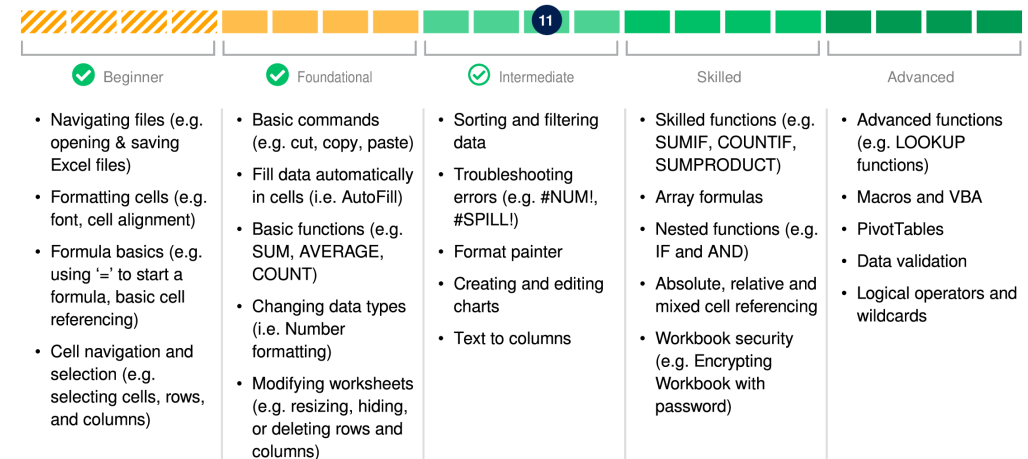


**Custom Score Range**  
Score Range: Intermediate-Advanced

1


✓ In Range

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.



✓ 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.

# For Further Information

If you have any questions or would like more detailed information regarding a particular score report, please contact your Customer Success Manager. Their contact information is available in the lower left corner of your account in Criteria's platform, but you can also reach out to the general support line at (877) 909-8378, or [support@criteriacorp.com](mailto:support@criteriacorp.com).

