



Microsoft Excel Test

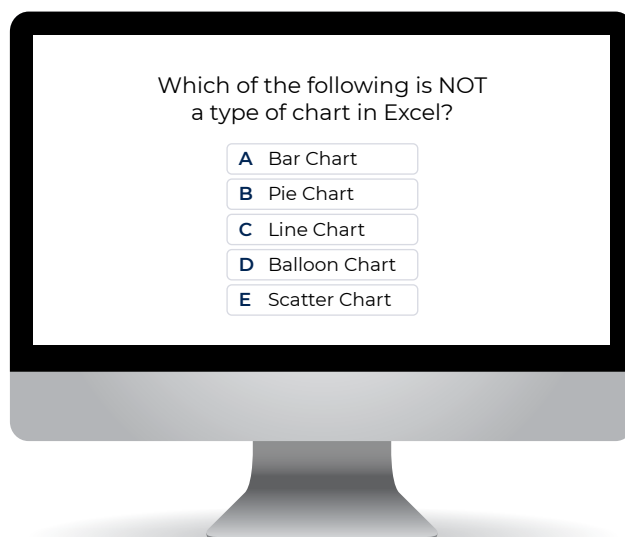
Excel 365

Measure level of proficiency in Microsoft Excel.

Measures:

- ✓ Excel formulas and functions
- ✓ Formatting cells
- ✓ Sorting and filtering data
- ✓ Charts
- ✓ Macros and VBA
- ✓ PivotTables
- ✓ Data validation

Estimated Time: 5-7 minutes



Answer: D

Identify candidates who are proficient in Microsoft Excel using a fast, adaptive, and interactive skills assessment. The Excel test is designed to measure proficiency with a wide range of functionalities in Microsoft Excel, from beginner to advanced level.

Vince Sample

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



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

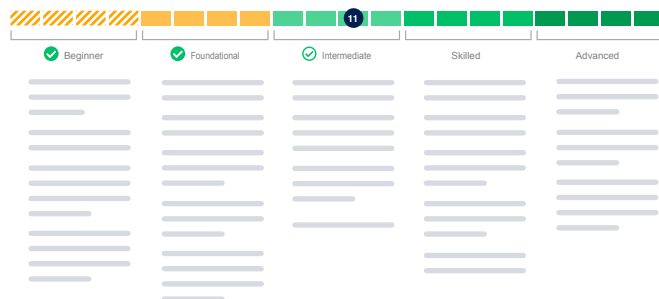
Score	Proficiency
11	Intermediate

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.



- ✓ 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.

Score Report Data That Helps You Hire

Each report provides powerful information in an intuitive and easily understandable format.

What you'll find:

- 1 SCORE:** A numerical reflection of the candidate's proficiency
- 2 PROFICIENCY LEVEL:** A rating of Excel proficiency from Beginner to Advanced

Results are instant – view your candidates' score reports as soon as they finish the assessment.



Two options for measuring the Excel skills you need:

EXCEL 365 INTERACTIVE	
Includes:	3 interactive simulations and 12 multiple choice questions
Time:	Approx. 7 min

EXCEL 365	
Includes:	12 multiple choice questions
Time:	Approx. 5 min

Assess Basic to Advanced Excel Skills

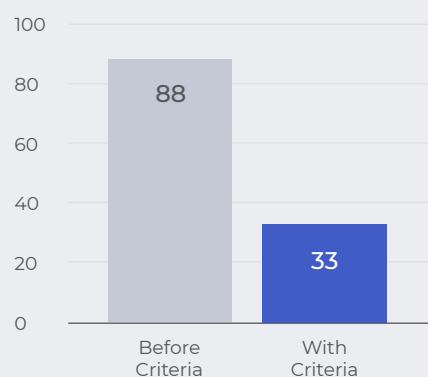
From creating formulas and charts to data management, you can assess job readiness and reduce training needs for roles that require regular use of Excel at the beginner through to advanced level.

Excel skills test is also available for versions 2013 and 2016.

Case Study

An insurance company used a variety of Criteria's assessments, including the Excel test, to quickly pinpoint the best candidates and move them more efficiently through the hiring pipeline. The assessments helped them bring in higher quality candidates and reduce time spent hiring by 63%.

Time Spent Hiring Per Month (Hours)



With Criteria, they now spend just 33 hours per month, a reduction of 63%