

Results report

Adaptive Excel Office 365 Assessment Test (FR)





Skill Level: Productive - 3/5

The candidate can perform advanced tasks with this application, but a more in-depth knowledge of it would improve his productivity.

1 Analysis

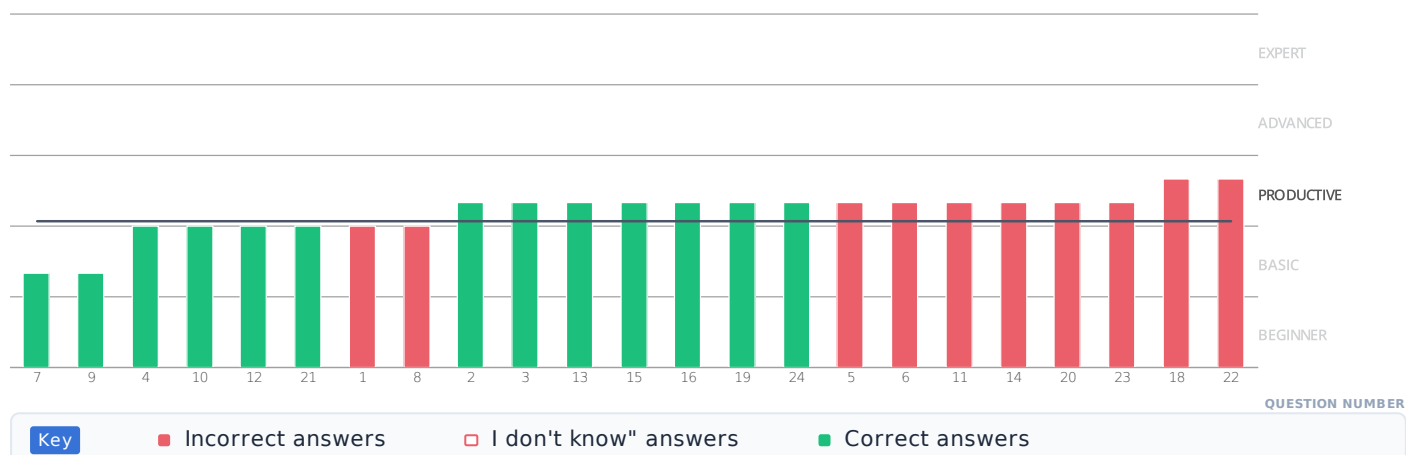
Progressive estimate of candidate level

This chart shows how the system adapted the difficulty level of the questions to candidate responses as the test progressed. The grey line shows the candidate's estimated skill level before each question.

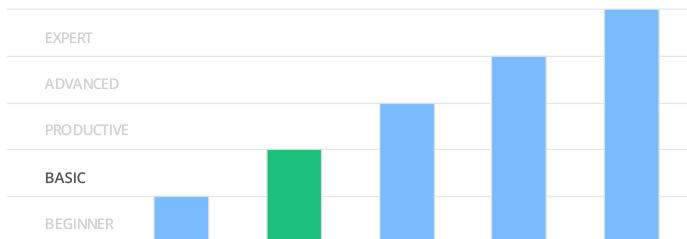


Questions ordered by difficulty level

This chart shows the questions the candidate was asked, by level of difficulty.



Environment and Methods



DOMAIN DESCRIPTION:

Questions in this domain cover the Excel software environment: window elements, ribbon customization, the Quick Access Toolbar, etc. It also includes questions related to saving and printing documents in Excel, workbook layout, and protecting documents.

SKILLS:

Using editing tools:



Knowing the software environment and using the main functions:



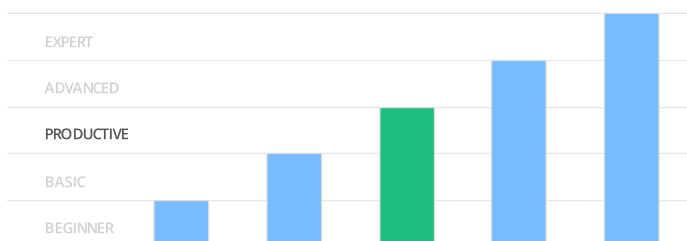
Organizing workbooks, worksheets and tables:



TO GO FURTHER :

In order to strengthen skills and reach the Productive user level, candidates must learn how to set and modify a print area, create simple links between worksheets and workbooks. They must know how to name a cell or a cell range, create a workspace and protect a workbook. They must have basic knowledge of the Paste Special feature.

Functions



DOMAIN DESCRIPTION:

Questions in this domain cover formulas and functions. They vary from simple formulas (computing a sum, performing a simple test) to complex formulas (database functions, VLOOKUP, INDEX, etc.).

SKILLS:

Using calculation functions within formulas:



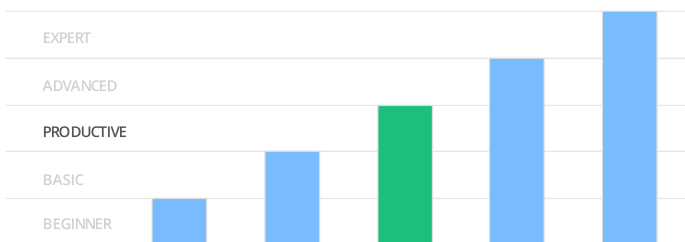
Handling formulas:



TO GO FURTHER :

In order to build skills and reach the Advanced user level, candidates must possess thorough knowledge of Excel formula functions, absolute and relative references, array functions like SUMPRODUCT and array formulas. They are familiar with advanced lookup functions like INDEX and MATCH and can perform calculations that reference multiple worksheets or calculations involving dates and times.

Formatting



DOMAIN DESCRIPTION:

Questions in this domain cover cell formatting (alignment, font, styles), advanced number formatting (sorting, charts, advanced filters), and conditional formatting. Advanced-level questions and exercises also focus on data formatting.

SKILLS:

Creating, and editing digital formats:



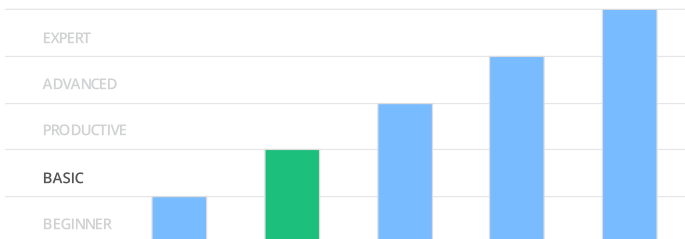
Formatting data in a workbook (formulas, texts, and graphs):



TO GO FURTHER :

In order to strengthen skills and reach the Advanced user level, candidates must learn to master cell styles, number formats, and tables. They also have to become familiar with basic and more complex formula-based conditional formatting. They must be able to format a workbook easily and know how to use graphic objects such as SmartArt.

Data Manipulation



DOMAIN DESCRIPTION:

Questions in this domain cover formatting data in Excel (basic cell formatting, conditional formatting, dates, advanced numeric formats, etc.), charts, and pivot tables.

SKILLS:

Using data management features:



Creating and handling graphs:



Creating and editing pivot tables:



TO GO FURTHER :

In order to develop skills and reach the Productive user level, candidates must learn to create and manage pivot tables. They have to understand the Goal Seek function, data consolidation and advanced filters. They will learn to create complex charts.

3 List of questions

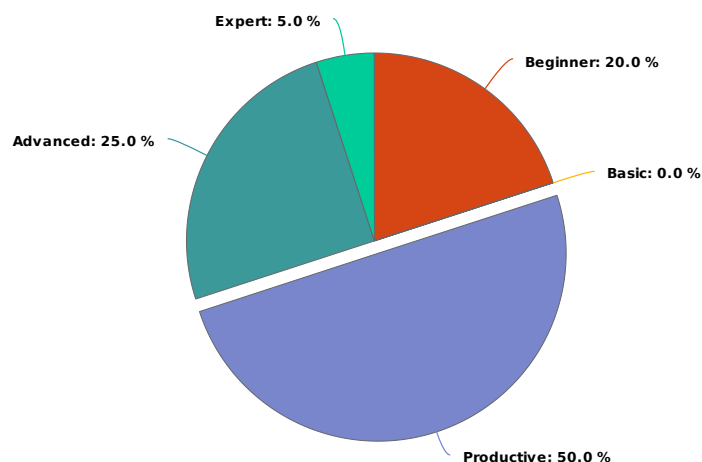
Question ID	Identification	Topic	Time (seconds)	Answer
1	XL365FR00082	Sélectionner une grande plage de cellules	48s	✗
2	XL365FR00125	Faire un calcul sur une date	47s	✓
3	XL365FR00149	Personnaliser un histogramme	1mn02s	✓
4	XL365FR00039	Définir un tableau croisé dynamique	1mn12s	✓

Numéro	Identifiant	Titre	Temps passé	Corrigé
5	XL365FR00546	Ajouter des textes dans un graphique Manip	1mn28s	✗
6	XL365FR00565	Afficher/masquer des données d'un graphique / filtrer Manip	1mn47s	✗
7	XL365FR00070	Définir une zone d'impression	31s	✓
8	XL365FR00115	Faire un calcul avec des priorités	28s	✗
9	XL365FR00140	Centrer	54s	✓
10	XL365FR00563	Ajouter un "Filtre automatique" Manip	15s	✓
11	XL365FR00166	Copier en tant qu'image	33s	✗
12	XL365FR00098	Utiliser la fonction de calcul SOMME.SI	50s	✓
13	XL365FR00499	Reconnaître un fichier avec des macros	19s	✓
14	XL365FR00376	Transformer une plage en tableau structuré et ajouter un total Manip	2mn21s	✗
15	XL365FR00553	Insérer une fonction de calcul	44s	✓
16	XL365FR00152	Concaténer plusieurs cellules	34s	✓
17	XL365FR06699	Différencier les fonctions SCAN et REDUCE	1mn11s	✗
18	XL365FR00379	Réduire le ruban Manip	1mn07s	✗
19	XL365FR00164	Saisir une valeur dans une cellule qui contenait une date	35s	✓
20	XL365FR00021	Utiliser l'outil Sous-total	40s	✗
21	XL365FR00022	Reconnaître un SmartArt	38s	✓
22	XL365FR00522	Supprimer une mise en forme Manip	47s	✗
23	XL365FR00036	Utiliser l'outil Valeur cible	30s	✗
24	XL365FR00055	Connaître l'utilité d'un tableau croisé dynamique	18s	✓
25	XL365FR06672	Créer une fonction personnalisée	32s	✓

4 Ranking

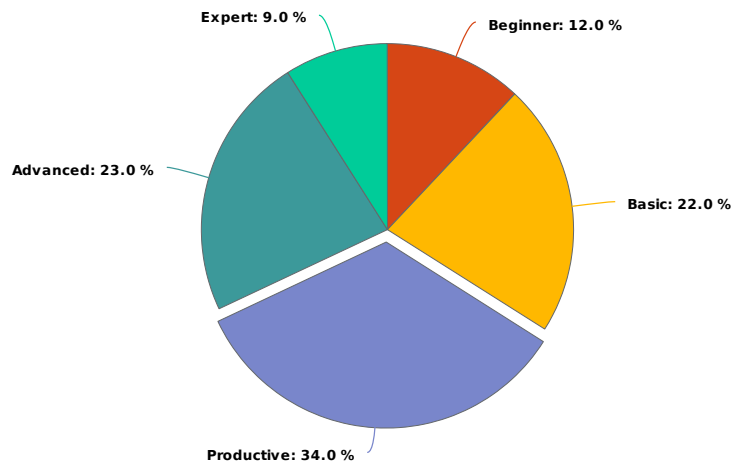
Candidate distribution within your account

The candidate ranks among the 50% of test-takers within your account who have achieved the Productive level.



Candidate distribution among all candidates worldwide who took this test

The candidate ranks among the 34% of test-takers worldwide who have achieved the Productive level.



5 Other informations

Administrator comments

There is no administrator comment.

Candidate comments

The candidate has not left any comment.

Test protocol

No incident occurred during the test.

Exam protocol review comment

No comment for now