Results report
Adaptive Excel 365 Assessment

1. Result

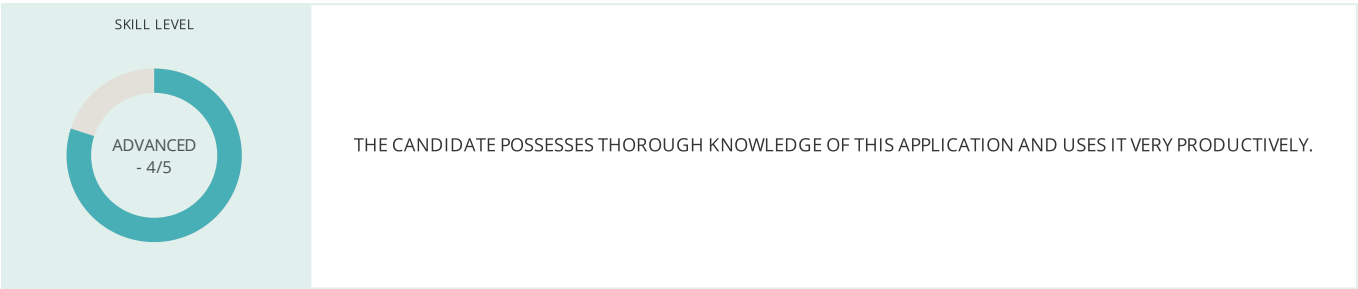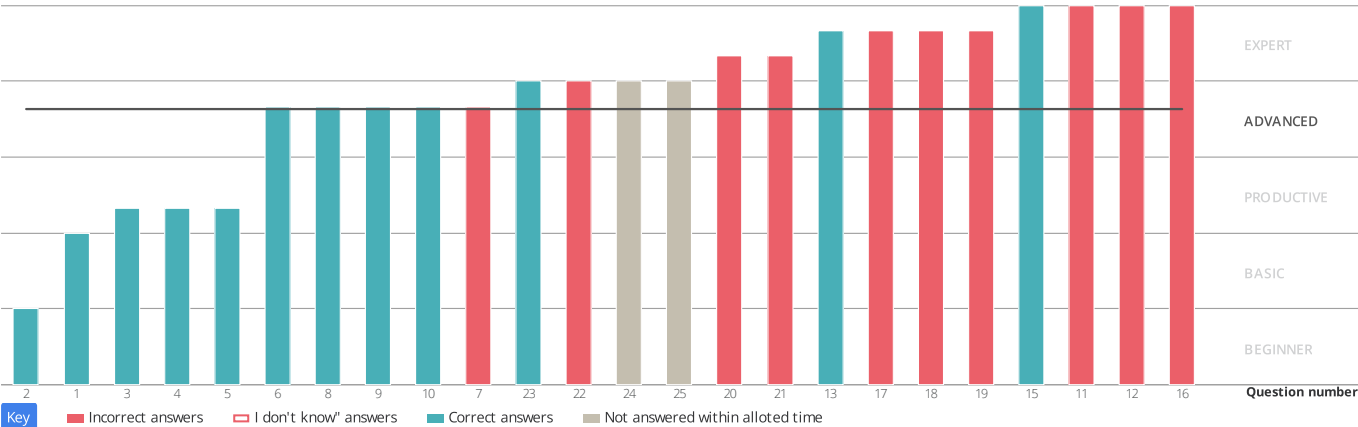| SKILL LEVEL	
ADVANCED - 4/5	THE CANDIDATE POSSESSES THOROUGH KNOWLEDGE OF THIS APPLICATION AND USES IT VERY PRODUCTIVELY.

2. 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.
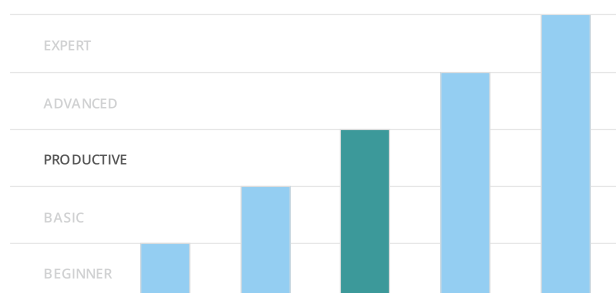

Key | ■ Incorrect answers | ▭ I don't know" answers | ■ Correct answers | ■ Not answered within alloted time

Question number
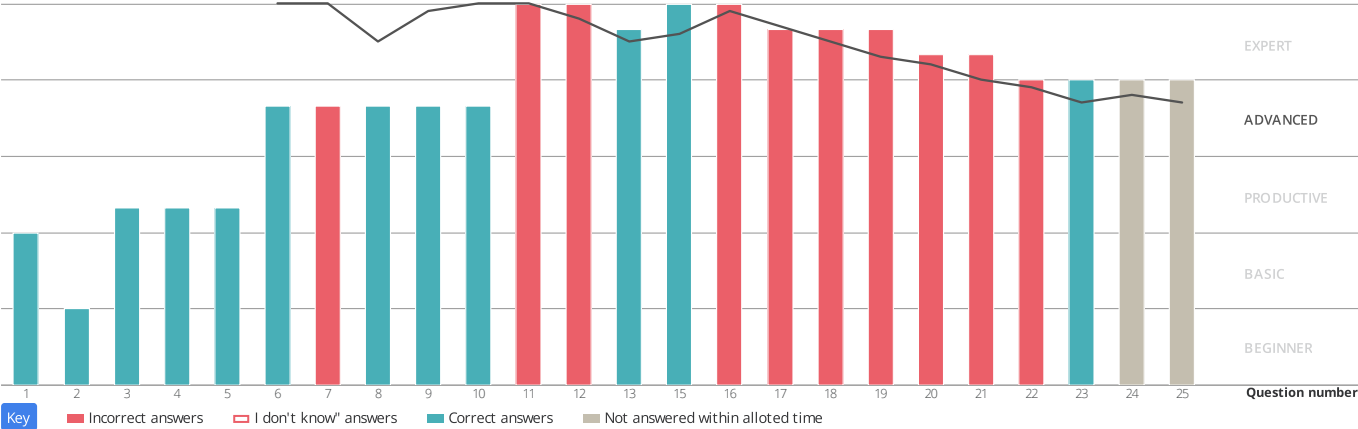
Questions ordered by difficulty level

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

Key | ■ Incorrect answers | ▭ I don't know" answers | ■ Correct answers | ■ Not answered within alloted time

Question number

3. Domains

Methods

EXPERT

ADVANCED

PRODUCTIVE

BASIC

BEGINNER

Domain description:

This domain covers the Excel software environment: window elements, ribbon customization, Quick Access Toolbar, etc. It also includes questions related to saving and printing documents in Excel, the workbook layout, and the protection of 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 Advanced user level, candidates must learn to easily organize and manage Excel workbooks and worksheets. They must also know how to use the links and all the functions of the Paste Special feature. They have to become familiar with workbook security and protection features.

Functions

EXPERT

ADVANCED

PRODUCTIVE

BASIC

BEGINNER
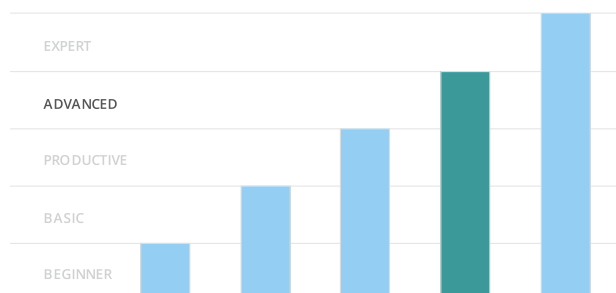
Domain description:

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:

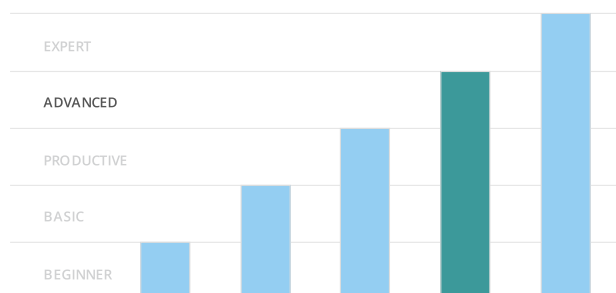Identifying and inserting database calculation functions:

Handling formulas:

To go further :

In order to develop skills and reach the Expert user level, candidates will have acquired an extensive knowledge of Excel functions and are able to create and understand complicated formulas.

Formatting

Skills:

Creating, and editing digital formats:

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

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.

To go further :

In order to develop skills and reach the Expert user level, candidates will have acquired total mastery of the formatting, including numeric formats and conditional formatting, etc. They are very familiar with Office themes and can create, modify and manage graphic objects (pictures, drawings, SmartArt).

Data manipulation

Skills:

Using data management features:

Creating and handling graphs:
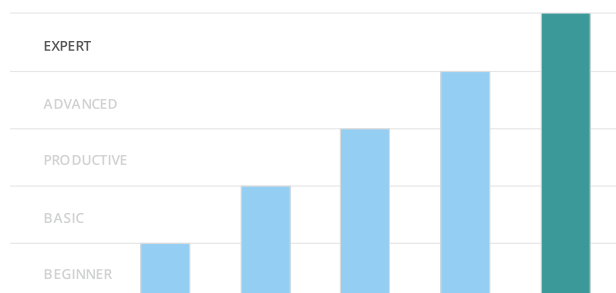
Domain description:

This domain includes questions on formatting data in Excel (basic cell formatting, conditional formatting, dates, advanced numeric formats, etc.), charts, and pivot tables.

4. List of questions

Number	I.D.	Question	Time spent	Correct
1	XL19EN0022	Recognizing a SmartArt	59s	⬜
2	XL19EN0111	Adding a simple formula	44s	⬜
3	XL19EN0036	Using Goal Seek tool	50s	⬜
4	XL19EN0546	Adding text to a graph *In-app*	3:35	⬜
5	XL19EN0114	Copying a worksheet	1:28	✅
6	XL19EN0047	Using DSUM function	4:09	⬜
7	XL19EN0153	Choosing the Page Layout	28s	❌
8	XL19EN0539	Using Data validation tool *In-app*	2:53	✅
9	XL19EN0002	Using functions IF & AND	1:08	✅
10	XL19EN0066	Chart / Radar chart	32s	✅
11	XL19EN0450	Knowing the utility of Flash fill tool	1:29	❌
12	XL19EN0443	Using advanced filter *In-app*	4:05	⬜
13	XL19EN0447	Using ARABIC() function	46s	✅
14	XL19EN0560	Finding the largest number without formula *In-app*	3:08	❌
15	XL19EN0446	Knowing the usefulness of the "Quick Analysis" tool	1:18	✅
16	XL19EN0536	Using a Paste Special: Multiplication *In-app*	3:09	❌
17	XL19EN0067	Using the time calculation functions	37s	⬜
18	XL19EN0060	Adding totals in a structured table	1:37	⬜
19	XL19EN0131	Using an array formula	2:18	⬜
20	XL19EN0387	Search and replace Formatting *In-app*	2:06	⬜
21	XL19EN0016	Changing a range name	27s	❌
22	XL19EN0042	Defining a background image	45s	⬜
23	XL19EN0025	Using VLOOKUP function	1:00	✅
24	XL19EN0555	Display the name of the day of a date with a custom format *In-app*		❌
25	XL19EN0448	Using DAYS function		⬜

5. Candidate comments

The candidate has not left any comment.

6. Ranking

The candidate is among the 100% who have obtained the Advanced level.

Expert: 0.0 % Beginner: 0.0 %

Basic: 0.0 %

Productive: 0.0 %

Advanced: 100.0 %