

MS Excel Basics Proficiency Test

The MS Excel Basics Proficiency Test evaluates a candidate's ability to work confidently with foundational Excel tools, measuring their skills in data entry, basic formulas, formatting, sorting, filtering, and spreadsheet navigation.

This test is especially valuable for hiring administrative assistants, office clerks, customer service representatives, coordinators, data-entry specialists, and professionals who rely on Excel for routine data handling and reporting tasks.

Detailed Test Report

Upon completing the MS Excel Basics Proficiency Test, candidates receive a comprehensive test report that can be downloaded or printed. The first page provides a clear summary of the candidate's overall performance. To help interpret the results, scores are compared with a norm group and converted into a percentile rank. For example, a candidate who scores 70 has performed as well as or better than 70% of the 676 individuals included in our 2025 norming study.

The following three pages present a detailed breakdown of which questions were answered correctly within each content domain.



Measures

Knowledge of core Excel features, ability to enter and format data, and proficiency with essential tools, functions, and spreadsheet commands.



Suitable occupations

Administrative assistants, office clerks, customer service representatives, coordinators, data-entry specialists, and other roles that require accurate data entry, basic spreadsheet management, and effective use of essential Excel tools.



Items

30 questions



Time limit

20 minutes

Scientifically Validated

Backed by research and rigorous validation, the MS Excel Basics Proficiency Test ensures reliable and accurate assessment of Excel Proficiency, helping organizations make data-driven hiring and talent decisions.

Quick and Easy to Administer

Designed for efficiency, the MS Excel Basics Proficiency Test only takes 20 minutes to complete, making it a quick yet powerful tool for assessing candidates.

Requirements

The test can be run on all mobile devices, PC, and Mac computers with an updated browser and a stable internet connection.

The test is accessed by the browser. You can run the test on-site, or the candidate can complete the test in the comfort of their own home.

Request a Sample

Please contact us by e-mail to request a full-length sample of the test.