

CANDIDATE INFORMATION

Name: Laura Sample

Date of Test: 12-01-2025

Position: Other - Sample

Project.: Excel Basics

TEST RESULTS

Raw Score

24

Percentile

92

RESULTS OVERVIEW

Percentile



92th

By answering 24 out of 30 test items correctly, Laura Sample achieved a raw score of 24, corresponding to a percentile rank of 92.

This means Laura's score is higher than or equal to 92% of individuals who have taken this test and belong to the selected norm group.

Time used: 6 minutes

Time limit: 20 minutes

SCORE INTERPRETATION

Advanced

The test-taker demonstrates strong command of the core Excel skills expected for entry-level roles. They can manage routine spreadsheet tasks efficiently and produce clean, organized work. Their capability provides a solid foundation for future development into more intermediate Excel skills.

Domain Scores & Item Analysis

Data Entry & Formatting

Laura answered 5 items out of 6 correctly in the Data Entry & Formatting domain.

- ✓ Merging and Centring a Title in a Financial Report.
- ✓ Preventing Incorrect Data Entry in a Report.
- ✓ Aligning Data for Better Readability in Reports.
- ✓ Preserving Values: Using Paste Special Values.
- ✓ Standardizing Text Case in Employee Names.
- X Rearranging Data: Using Paste Special Transpose.

Excel Basics & Navigation

Laura answered 4 items out of 5 correctly in the Excel Basics & Navigation domain.

- ✓ Understanding Excel File Formats.
- X Adjusting Column Widths for Better Visibility.
- ✓ Freezing the Header Row for Easier Scrolling.
- ✓ Searching for Specific Data in a Large Spreadsheet.
- ✓ Navigating Between Multiple Sheets in a Workbook.

Sorting & Filtering Data

Laura answered 5 items out of 5 correctly in the Sorting & Filtering Data domain.

- ✓ Filtering Employees by Department and Job Title.
- ✓ Quickly Clearing All Filters in a Dataset.
- ✓ Recognizing Filters.
- ✓ Applying Multiple Filters to Find Specific Data.
- ✓ Understanding How Sorting Affects Data in a Table.

Basic Charts & Visuals

Laura answered 5 items out of 6 correctly in the Basic Charts & Visuals domain.

- ✓ Adding Data Labels for Better Readability.
- X Adding a Trendline to Forecast Sales.
- ✓ Fixing a Chart That Is Missing Data.
- ✓ Best Chart for Comparing Two Sets of Data.
- ✓ Recognizing a Stacked Area Chart.
- ✓ Highlighting the Largest Sales Region in a Chart.

Printing & Page Layout

Laura answered 2 items out of 2 correctly in the Printing & Page Layout domain.

- ✓ Changing the Paper Orientation for a Wide Report.
- ✓ Adding Page Numbers to Printed Excel Sheets.

Basic Formulas & Functions

Laura answered 3 items out of 6 correctly in the Basic Formulas & Functions domain.

- X Rounding Sales Figures for a Report.
- ✓ Calculating Total Overtime Hours with a Conditional Sum.
- ✓ Formula for converting the contents of a cell to uppercase.
- ✓ Finding the Highest Score in an Employee Performance Review.
- X Determining Whether a Payment is Overdue.
- X Using CONCATENATE for Combining Text.