



Candidate Assessment

XXyy Ltd

Pania Reef

16 October 2017

MS-Excel 2010 Test Report

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Microsoft Excel 2010 Skills Test Report

Session: 31016845950667733

Job ID: 610358

Job Title: Finance Administrator

Library Name: Job 610358 Sitting 455291

Started: 10/20/17 7:38 PM

Completed: 10/20/17 8:42 PM

Candidate: **Pania Reef**

Candidate Reference: pania.reef@gmail.com

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Hiring Team: XXyy Ltd HR Team

City: Napier

State/Province: Hawke's Bay

Test: Microsoft Excel 2010 - Essentials

Score Summary: 90.0 -- Percentile: 99

Total Number of Questions:	20
Number Correct:	18
Number Incorrect:	2
Number left Blank:	0

Analysis By Skill Level:

Basic	9 of 10 Correct (90%)
Intermediate	9 of 10 Correct (90%)
Overall Score	18 of 20 Correct (90%)

Score Comparison:

Company Wide Comparison:		37 Scores.		
		Average	High	Low
	Score	63.5	100.0	25.0
	Time (mm:ss)	16:23	25:00	08:48
System Wide Comparison:		5164 Scores.		
		Average	High	Low
	Score	57.3	100.0	0.0
	Time (mm:ss)	16:43	25:00	03:14

Time Summary:

Time Taken (mm:ss):	20:08
Started on:	10/14/17 7:40 PM
Completed on:	10/14/17 8:06 PM

Analysis By Job Skill:

Applying Formulas and Functions	1 of 2 Correct (50%)
Creating and Analyzing Data	2 of 3 Correct (66%)
Formatting Cells, Data, and Content	5 of 5 Correct (100%)
Managing Workbooks and Worksheets	5 of 5 Correct (100%)
Presenting Data Visually	2 of 2 Correct (100%)
Printing and Views	3 of 3 Correct (100%)

Score Details:

#	Question Description	Job Skill	Skill Level	Result	Time (seconds)
1	Create a workbook from a template	Managing Workbooks and Worksheets	Basic	Correct	275.3
2	Enable text wrapping in a cell	Formatting Cells, Data, and Content	Basic	Correct	19.3
3	Insert a row	Managing Workbooks and Worksheets	Basic	Correct	17.0
4	Print selected cells	Printing and Views	Basic	Correct	17.5
5	Adjust the viewing size	Printing and Views	Basic	Correct	9.7
6	Freeze or split columns and rows in a worksheet	Printing and Views	Basic	Correct	24.0
7	Copy and paste cell data	Formatting Cells, Data, and Content	Basic	Correct	25.9
8	Sort data in a worksheet	Creating and Analyzing Data	Basic	Incorrect	29.5
9	Add or delete a worksheet in a workbook	Managing Workbooks and Worksheets	Basic	Correct	8.6
10	Use AutoFit for column and row sizing	Formatting Cells, Data, and Content	Basic	Correct	9.3
11	Create a cell style	Formatting Cells, Data, and Content	Intermediate	Correct	77.9
12	Use an Auto Fill method	Creating and Analyzing Data	Intermediate	Correct	11.5
13	Add headers or footers to a worksheet	Managing Workbooks and Worksheets	Intermediate	Correct	114.4
14	Filter data in a table	Creating and Analyzing Data	Intermediate	Correct	54.9
15	Insert comments	Managing Workbooks and Worksheets	Intermediate	Correct	18.2
16	Create sparklines	Presenting Data Visually	Intermediate	Correct	170.0
17	Create and apply simple formulas	Applying Formulas and Functions	Intermediate	Incorrect	60.2
18	Modify the data type of cells	Formatting Cells, Data, and Content	Intermediate	Correct	85.3
19	Apply common functions	Applying Formulas and Functions	Intermediate	Correct	119.3
20	Create a PivotTable	Presenting Data Visually	Intermediate	Correct	60.1