

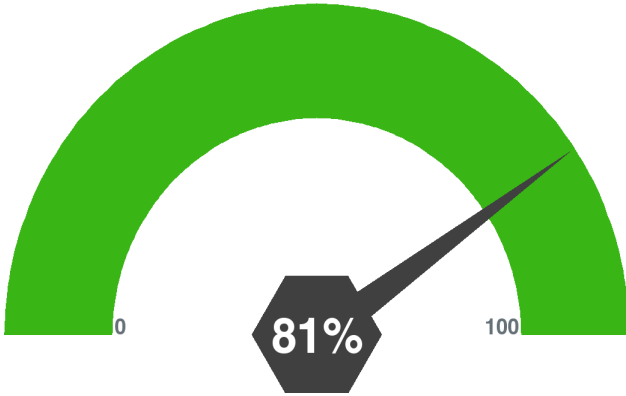
Excel 2016 - Beginner

Report Name Arthurs Pass
Email/ID rkeith@selectorgroup.com
Date 04/23/2019
Test Version 1.0

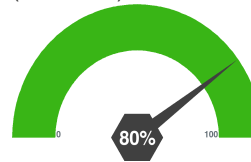
eTicket number 7184981116361016967
Issued to rkeith@selectorgroup.com
Time 10:30:00
Time Taken 00:17:00

Performance Overview

Report Score



All recorded Scores (out of 317)



Performance Compared to Other Test Takers

Percentile Ranking



Performance Analysis

Levels

Basic - 25 (total 29)



Intermediate - 1 (total 3)



Topics

EDITING - 7 (total 10)



FILE MANAGEMENT - 6 (total 8)



FORMATTING - 11 (total 12)



PRINTING - 2 (total 2)



QUESTIONS

Q#	Report Name	Status	Time(Sec)	Level
EDITING				
1	Excel 2016 Fill Cells with Labels	✗	82	BEG
2	Excel 2016 Copy Cells	✓	17	BEG
3	Excel 2016 Insert Column	✗	20	BEG

Q#	Report Name	Status	Time(Sec)	Level
4	Excel 2016 Undo	✓	6	BEG
5	Excel 2016 Find and Replace	✗	33	INT
16	Excel 2016 Clear Cell Contents	✓	13	BEG
26	Excel 2016 Select Non-adjacent Cells	✓	38	BEG
29	Excel 2016 Delete Cells	✓	40	BEG
30	Excel 2016 Use Format Symbols	✓	27	BEG
32	Excel 2016 Move Chart	✓	12	BEG
FILE MANAGEMENT				
6	Excel 2016 Save OneDrive	✓	68	BEG
7	Excel 2016 Create Workbook from Template	✗	30	INT
13	Excel 2016 Open Workbook	✓	20	BEG
14	Excel 2016 Save Workbook	✓	36	BEG
15	Excel 2016 Exit Excel	✓	14	BEG
21	Excel 2016 Start Excel	✓	53	BEG
28	Excel 2016 Insert New Worksheet	✗	33	BEG
31	Excel 2016 Navigate Between Worksheets	✓	8	BEG
FORMATTING				
8	Excel 2016 Accounting Number Format	✓	19	BEG
9	Excel 2016 Paper Size	✓	52	BEG
10	Excel 2016 Center Cell Contents	✓	8	INT
17	Excel 2016 Font	✓	13	BEG
18	Excel 2016 Bold Text	✓	9	BEG
19	Excel 2016 Italicize Text	✓	6	BEG
20	Excel 2016 Autofit Column	✗	51	BEG
22	Excel 2016 Font Color	✓	21	BEG
23	Excel 2016 Font Size	✓	10	BEG
24	Excel 2016 Worksheet Orientation	✓	13	BEG
25	Excel 2016 Row Height	✓	12	BEG
27	Excel 2016 Increase Decimal Places	✓	18	BEG
PRINTING				
11	Excel 2016 Print Preview	✓	34	BEG
12	Excel 2016 Print Workbook	✓	38	BEG