

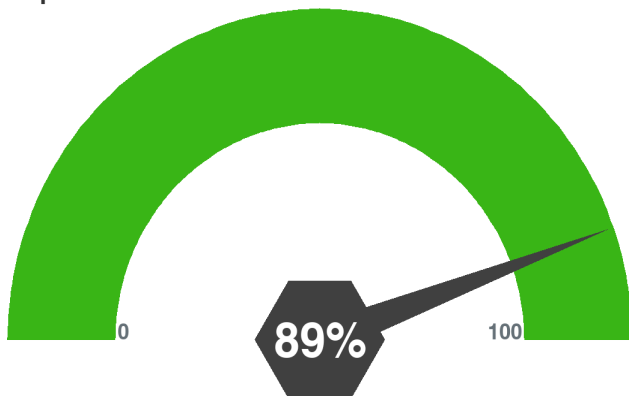
Excel 365 - Intermediate (timed)

Report Name Tara Dale
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Date 20/17/2022
Test Version 1.0

eTicket number 2040998095108578268
Issued to mel@peoplecentral.co.nz
Time 19:52:00
Time Taken 00:34:00

Performance Overview

Report Score



This account's Score (out of 49)



Performance Analysis

Topics

ANALYSIS - 4 (total 7)



EDITING - 9 (total 9)



FILE MANAGEMENT - 3 (total 3)



FORMATTING - 8 (total 9)



GRAPHICS - 1 (total 1)



PRINTING - 4 (total 4)



TOOLS AND AUTOMATION - 3 (total 3)



QUESTIONS

Q#	Report Name	Status	Time(Sec)	Level
ANALYSIS				
1	Excel 365 Autosum	✓	37	INT
2	Excel 365 Create PivotTable	✓	105	ADV
3	Excel 365 Auto Filter	✗	63	BEG
4	Excel 365 Use 3-D Cell References	✗	59	ADV
5	Excel 365 Change Chart Type	✓	39	ADV
6	Excel 365 Add a Slicer to PivotTable	—	84	INT
7	Excel 365 Conditional Formatting	✓	132	INT
EDITING				
8	Excel 365 Find and Replace	✓	63	INT
9	Excel 365 Copy Cells	✓	10	BEG
10	Excel 365 Fill Cells with Labels	✓	14	BEG
11	Excel 365 Undo	✓	47	BEG
12	Excel 365 Add Note	✓	52	INT
13	Excel 365 Freeze Top Row	✓	44	INT
14	Excel 365 Mark as Final	✓	32	INT
15	Excel 365 Check Spelling	✓	37	INT
16	Excel 365 Insert Column	✓	34	BEG
FILE MANAGEMENT				
17	Excel 365 Save OneDrive	✓	30	BEG
18	Excel 365 Save with New Name	✓	50	INT
19	Excel 365 Create Workbook from Template	✓	23	INT
FORMATTING				
20	Excel 365 Center Cell Contents	✓	50	BEG
21	Excel 365 Margins	✓	15	BEG
22	Excel 365 Hide Column	✓	16	BEG
23	Excel 365 Rotate Text	✓	32	ADV
24	Excel 365 Paper Size	✓	46	BEG
25	Excel 365 Wrap Text	✓	32	INT
26	Excel 365 Add Border to Range	✓	9	INT
27	Excel 365 Accounting Number Format	✓	14	BEG
28	Excel 365 Merge Cells	✗	85	INT
GRAPHICS				
29	Excel 365 Create Chart	✓	71	INT
PRINTING				
30	Excel 365 Set Print Area	✓	56	INT
31	Excel 365 Print Workbook	✓	33	BEG
32	Excel 365 Print Selection	✓	14	ADV
33	Excel 365 Print Preview	✓	79	BEG
TOOLS AND AUTOMATION				
34	Excel 365 Customize Quick Access Toolbar	✓	58	INT
35	Excel 365 Inspect Workbook	✓	36	ADV
36	Excel 365 Display Developer Tab	✓	62	ADV