

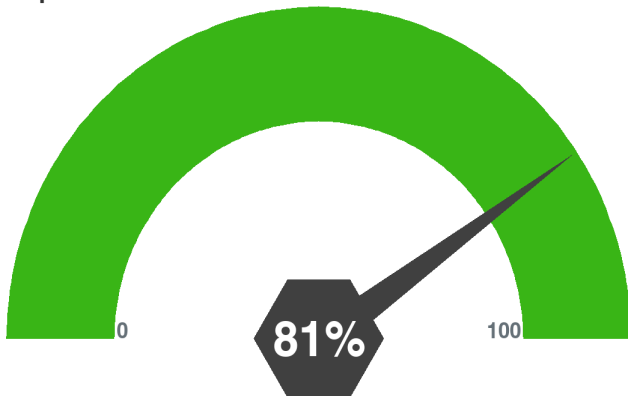
Excel 365 - Beginner (timed)

Report Name Raymundo Lopez
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Date 11/09/2025
Test Version 1.0

eTicket number 6362635155544625554
Issued to raymundolopezjr15@gmail.com
Time 10:06:00
Time Taken 00:22:00

Performance Overview

Report Score



Performance Analysis

Topics



QUESTIONS

Q#	Report Name	Status	Time(Sec)	Level
EDITING				
1	Excel 365 Move Chart	✓	15	BEG
2	Excel 365 Use Format Symbols	✗	41	BEG
3	Excel 365 Delete Cells	✗	64	BEG
4	Excel 365 Select Non-adjacent Cells	✓	15	BEG
5	Excel 365 Clear Cell Contents	✓	10	BEG
6	Excel 365 Find and Replace	✗	27	INT

Q#	Report Name	Status	Time(Sec)	Level
7	Excel 365 Undo	✓	83	BEG
8	Excel 365 Insert Column	✓	15	BEG
9	Excel 365 Copy Cells	✓	32	BEG
10	Excel 365 Fill Cells with Labels	✓	18	BEG
FILE MANAGEMENT				
11	Excel 365 Navigate Between Worksheets	✓	23	BEG
12	Excel 365 Insert New Worksheet	✓	31	BEG
13	Excel 365 Start Excel	✓	14	BEG
14	Excel 365 Exit Excel	✓	11	BEG
15	Excel 365 Save Workbook	✓	44	BEG
16	Excel 365 Open Workbook	✓	27	BEG
17	Excel 365 Create Workbook from Template	✗	48	INT
18	Excel 365 Save OneDrive	✓	34	BEG
FORMATTING				
19	Excel 365 Increase Decimal Places	✗	34	BEG
20	Excel 365 Row Height	✓	43	BEG
21	Excel 365 Worksheet Orientation	✓	23	BEG
22	Excel 365 Font Size	✓	11	BEG
23	Excel 365 Font Color	✓	21	BEG
24	Excel 365 Autofit Column	✓	12	BEG
25	Excel 365 Italicize Text	✓	15	BEG
26	Excel 365 Bold Text	✓	9	BEG
27	Excel 365 Font	✓	10	BEG
28	Excel 365 Center Cell Contents	✓	12	BEG
29	Excel 365 Paper Size	✓	30	BEG
30	Excel 365 Accounting Number Format	✓	15	BEG
PRINTING				
31	Excel 365 Print Workbook	✗	22	BEG
32	Excel 365 Print Preview	✓	34	BEG