

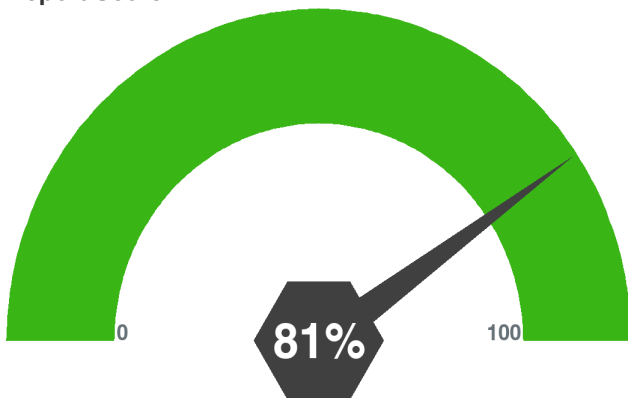
Excel 365 - Beginner (timed)

Report Name [REDACTED]
 Email/ID [REDACTED]
 Date 11/09/2025
 Test Version 1.0

eTicket number 6362635155544625554
 Issued to [REDACTED]
 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 |