

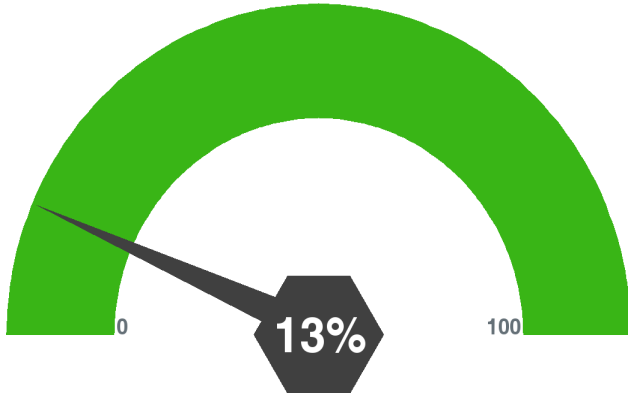
Excel 2016 - Beginner

Report Name test test
Email/ID test@test.com
Date 03/19/2020
Test Version 1.0

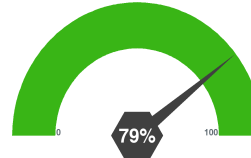
eTicket number 303138220527150997
Issued to TEST_ADMIN
Time 16:41:00
Time Taken 00:03:00
age Prefer not to answer
gender Prefer not to answer
ethnicity Prefer not to answer

Performance Overview

Report Score



All recorded Scores (out of 16851)



Performance Compared to Other Test Takers

Percentile Ranking



Performance Analysis

Levels

Basic - 4 (total 29)



Intermediate - 0 (total 3)



Topics

EDITING - 1 (total 10)



FILE MANAGEMENT - 3 (total 8)



FORMATTING - 0 (total 12)



PRINTING - 0 (total 2)



QUESTIONS

Q#	Report Name	Status	Time(Sec)	Level
EDITING				
1	Excel 2016 Fill Cells with Labels	✓	13	BEG
2	Excel 2016 Copy Cells	✗	3	BEG
3	Excel 2016 Insert Column	✗	9	BEG

Q#	Report Name	Status	Time(Sec)	Level
4	Excel 2016 Undo	✗	3	BEG
5	Excel 2016 Find and Replace	✗	2	INT
16	Excel 2016 Clear Cell Contents	✗	2	BEG
26	Excel 2016 Select Non-adjacent Cells	✗	3	BEG
29	Excel 2016 Delete Cells	✗	2	BEG
30	Excel 2016 Use Format Symbols	✗	1	BEG
32	Excel 2016 Move Chart	✗	1	BEG
FILE MANAGEMENT				
6	Excel 2016 Save OneDrive	✗	2	BEG
7	Excel 2016 Create Workbook from Template	✗	5	INT
13	Excel 2016 Open Workbook	✗	3	BEG
14	Excel 2016 Save Workbook	✗	2	BEG
15	Excel 2016 Exit Excel	✓	5	BEG
21	Excel 2016 Start Excel	✓	18	BEG
28	Excel 2016 Insert New Worksheet	✓	19	BEG
31	Excel 2016 Navigate Between Worksheets	✗	5	BEG
FORMATTING				
8	Excel 2016 Accounting Number Format	✗	2	BEG
9	Excel 2016 Paper Size	✗	3	BEG
10	Excel 2016 Center Cell Contents	✗	2	INT
17	Excel 2016 Font	✗	2	BEG
18	Excel 2016 Bold Text	✗	2	BEG
19	Excel 2016 Italicize Text	✗	2	BEG
20	Excel 2016 Autofit Column	✗	3	BEG
22	Excel 2016 Font Color	✗	6	BEG
23	Excel 2016 Font Size	✗	3	BEG
24	Excel 2016 Worksheet Orientation	✗	2	BEG
25	Excel 2016 Row Height	✗	6	BEG
27	Excel 2016 Increase Decimal Places	✗	2	BEG
PRINTING				
11	Excel 2016 Print Preview	✗	4	BEG
12	Excel 2016 Print Workbook	✗	3	BEG