

Subject: david bealer has completed the Kenexa Prove It! Microsoft Excel 2003 - Normal User test

From: <Proveitresults@Kenexa.com>

Date: 12/10/2012 11:14 AM

Test Results for: david bealer

Company Name: Nelson Staffing Solutions - Santa Rosa

Test Administrator/Recruiter's Email: Removed

Test Name: Microsoft Excel 2003 - Normal User

Test Date: 12/10/2012

Elapsed Time: 00:13:10

Questions Correct: 30 out of 30

Percent Correct: 100%

Percentile Ranking: 90

Global Average: 74%

Detail Score Report

Q#	Status	Topic	Type	Level	Time
1	Correct	Opening Workbook	Application Basics	Basic	00:00:17
2	Correct	Insert Rows	Insert Procedures	Basic	00:00:19
3	Correct	Cutting and Pasting Text	Application Basics	Basic	00:00:34
4	Correct	Center Across Columns	Formatting Cells	Intermediate	00:00:12
5	Correct	Editing Cells	Application Basics	Basic	00:00:22
6	Correct	Text Wrap	Formatting Cells	Advanced	00:00:21
7	Correct	Text Alignment	Formatting Cells	Basic	00:00:08
8	Correct	Font/Font Size	Formatting Cells	Basic	00:00:15
9	Correct	Font Style	Formatting Cells	Basic	00:00:09
10	Correct	Format Number	Formatting Cells	Basic	00:00:11
11	Correct	Save	Application Basics	Basic	00:00:13
12	Correct	Selecting Cells	Formatting Cells	Basic	00:00:11
13	Correct	Borders	Formatting Cells	Basic	00:00:15
14	Correct	Print Scaling	Formatting a Worksheet	Intermediate	00:00:39
15	Correct	Navigating in a Worksheet	Application Basics	Basic	00:00:09
16	Correct	Use SUM Function	Formulas and Functions	Basic	00:00:33
17	Correct	Paste a Function	Formulas and Functions	Intermediate	00:00:39
18	Correct	Column Width	Formatting a Worksheet	Basic	00:00:09
19	Correct	Insert Column	Insert Procedures	Intermediate	00:00:16
20	Correct	Use AVERAGE Function	Formulas and Functions	Intermediate	00:00:37

21	Correct	Insert Worksheet	Insert Procedures	Advanced	00:00:09
22	Correct	Renaming a Worksheet	Formatting a Worksheet	Advanced	00:00:37
23	Correct	Insert Chart	Insert Procedures	Advanced	00:01:57
24	Correct	Page Orientation	Formatting a Worksheet	Basic	00:00:18
25	Correct	Margins	Formatting a Worksheet	Basic	00:00:26
26	Correct	Header/Footer	Formatting a Worksheet	Intermediate	00:01:11
27	Correct	Print Center on Page	Formatting a Worksheet	Advanced	00:00:48
28	Correct	Spell Check	Application Basics	Basic	00:00:24
29	Correct	Save As	Application Basics	Basic	00:00:42
30	Correct	Print Worksheet	Application Basics	Basic	00:00:09

Question Level Statistics

	Number of Questions	Number Correct	Total Percentage
Basic	19	19	100%
Intermediate	6	6	100%
Advanced	5	5	100%
Total	30	30	100%

Question Type Statistics

	Number of Questions	Number Correct	Total Percentage
Application Basics	8	8	100%
Formatting a Worksheet	7	7	100%
Formatting Cells	8	8	100%
Formulas and Functions	3	3	100%
Insert Procedures	4	4	100%
Total	30	30	100%

Test Description

Microsoft Excel 2003 is a popular spreadsheet application. It is included in Microsoft Office Package, which also includes Word and PowerPoint. The Microsoft Excel 2003 Whole Test combines both the Normal and Power User Test.

The Microsoft Excel 2003 Normal User test is designed to test clerical level users of Excel who are required to edit, develop and create Excel Workbooks. This test assesses the user's ability to create and develop a basic Excel workbook, including the most commonly used commands for formatting cells, navigation through the application, using formulas and changing the overall appearance of the spreadsheet.

The Microsoft Excel 2003 Power User test attempts to provide the basis for separating candidates who possess limited exposure to Microsoft Excel 2003 from those who are conversant with the full functionality of the software. The primary topics include advanced formatting and formula writing.

This test is designed to test candidates who will be required to use some of the more advanced features of the program, while the bulk of their responsibilities fall within conducting more basic level activities.

Tests for Microsoft Excel 2002 and Microsoft Excel 2000 are also available.