Workbook

Excel Assessment Test Questions with Answers and Explanations
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Excel Assessment Test Overview

What is Microsoft Excel
Microsoft Excel is an electronic spreadsheet program, created by Microsoft Corporation over thirty years ago. It enables users to organize, format, and calculate data with formulas using a spreadsheet system broken up by rows and column. Microsoft Excel is also used for storing, organizing and manipulating the data as well as for creating macros, charts, histograms, line graphs and pivot tables with the help of graphing tools. Excel also offers programming that supports VBA, and we can use external database to make dynamic reports, analysis etc. Smart use of this program saves a lot of time and helps in creating our own applications too.

What is Excel Assessment Test for Employment?
Because spreadsheets are so popular and useful, many companies conduct Excel interview before hiring for job. An Excel Interview Test is a screening process employers use as part of the candidate employment interview to test a potential candidate on their knowledge and proficiency of Microsoft Excel.

The basic Microsoft Excel skills test assesses candidate’s ability to use Microsoft Excel's user interface quickly and efficiently to access the right features and perform simple tasks in the application. It validates fundamental knowledge from determining the best way to open a recently closed Workbook to using the correct formula to perform automatic calculations. Candidates are required to answer true/false, multiple-choice questions and multiple answer questions based on Excel spreadsheets, charts and tables filled with sample data.

Complexity Levels of Excel Employee Assessment Tests
Microsoft Excel harbor very basic calculations to very advanced data processing and analysis that requires in-depth knowledge of every tools of Excel. Depending on the position candidate is applying for you are likely to face a pre-employment Excel test with varying level of difficulty. Microsoft Excel Employment Assessment tests can be categorized into at least three levels of difficulty:

- **Microsoft Excel Basics Test:** The basic test will evaluate your skills performing basic Excel functions. This can include anything from printing, formatting cells, inserting tables, and so on. If you have used Excel in the past or familiar with other similar applications you should be able to refresh your skills with the quick tutorial, practice sample excel interview questions to pass assessment test. Basic Excel Test for Interview Candidates is a screening process for entry-level or experienced candidates, including
Sample Excel Assessment Test Questions

1. How would you minimize the ribbon with single mouse click

A. Click on File->Options-Close Ribbon
B. Click ^ button on the ribbon
C. Click x button on the Excel Window
D. Uncheck “Show Ribbon” button in the View tab
Answers with Explanations

1 How would you minimize the ribbon with single mouse click

A. Click on File->Options-Close Ribbon
B. Click ^ button on the ribbon
C. Click x button on the Excel Window
D. Uncheck “Show Ribbon” button in the View tab

Answer: The correct Answer is B. To close the ribbon user needs to click ^ button in the bottom right corner of the ribbon – see image below (^ button is highlighted in red).
Appendix. Additional resources to get Prepared for Excel Assessment Test

Click on the link below (image)Download and eBook: Top 50 Excel Assessment Test Multiple Choice Questions with Answers and checkout additional resources in Appendix.