EXAM OBJECTIVES

Microsoft Excel Employment Assessment Test Exam Objectives

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Ebook: Microsoft Excel Employment Assessment Test Exam Objectives

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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

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Strategies to Successfully Pass Excel Assessment Test

When you're preparing to sit for an Excel Assessment Test, the first thing required is a strong grasp of the material being tested. Your previous experience with Excel application, any classes and courses you took in the past are a good foundation in that aspect. But beyond that, there are several things you can do to tip the scales in your favor and ensure that you increase your odds of success on exam day:

Important Considerations

- A lot of time interactive portion of the test might be easy when answering questions, since you will have access to the application and will be able to navigate around, try different things and validate your answers.
- Some companies will test candidates using custom built software. In this case it will often involve the use of the actual Excel software and will usually just be the interactive portion.
- Sometimes companies will send you a link and you might be able to take test from home. Even though it seems like an easier option these tests might be timed, and they might ask you to turn on the camera to observer your actions.
- For a lot of interactive tests, candidate will face a specifically designed software unlike taking a test with actual Excel. These interfaces do not auto correct spelling errors, allow for autofill of formulas, and allow for the use of some shortcuts. Each question only has one answer, even if there are multiple ways to approach the problem.

Preparation. Understand what you need to know.

Typically, you are limited on time to get prepared and you can't learn about all functionality available. The best way to study is to practice with the questions. No matter how much you study, you will likely encounter questions you have never seen any material. There are 2 types of preparation for the exam you need to consider.

Excel Technology practice (Hands on Experience to Use Excel)

- **Learn by practicing:** One of the best ways to learn Excel is to start practicing something using it. There is a reason why employer wants to test candidates in Excel: it is because the person that will get hired will be using the application on the regular basis.
- **Find a mentor:** One of the fastest ways to learn the technology is to find a mentor and together complete an Excel document stepwise, from start to finish. Your mentor can be

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Microsoft Excel Exam Objectives

Create and Manage Worksheets and Workbooks

Create Worksheets and Workbooks

- Create an Excel workbook
- Import data from a external sources (i.e. another spreadsheet, delimited text file etc.)
- Add a worksheet to an existing workbook
- Copy and move a worksheet

Navigate in Worksheets and Workbooks

- Search for data within a workbook
- Navigate to a named cell, range, or workbook element
- Insert and remove hyperlinks

Format Worksheets and Workbooks

- Format content of worksheet
- Change worksheet tab color
- Rename a worksheet
- Change worksheet order
- Modify page setup
- Insert and delete columns or rows
- Change workbook themes
- Adjust row height and column width
- Insert headers and footers

Customize Options and Views for Worksheets and Workbooks

- Customize Excel Options
- Hide or unhide worksheets
- Hide or unhide columns and rows
- Customize the Quick Access toolbar
- Change workbook views
- Change window views
- Modify document properties
- Change magnification by using zoom tools
- Display formulas

Configure Worksheets and Workbooks for Distribution

- Define and set a print area
- Save workbooks in alternative file formats

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