TOSA®

by ISOGRAD

RESULTS REPORT
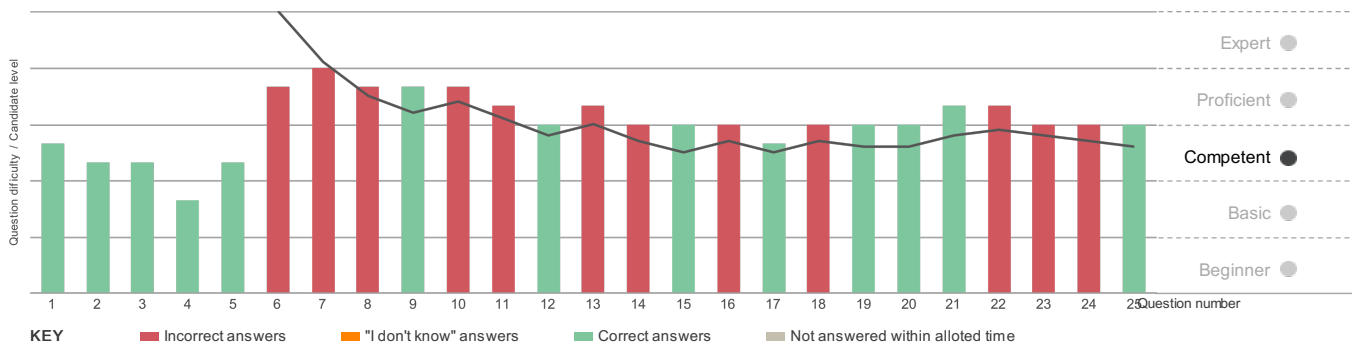
EXCEL 2010 TEST

1. RESULT

> ## Skill Level: Competent - 3/5
> The candidate can perform advanced tasks with this application, but a more in-depth knowledge of it would improve his productivity.
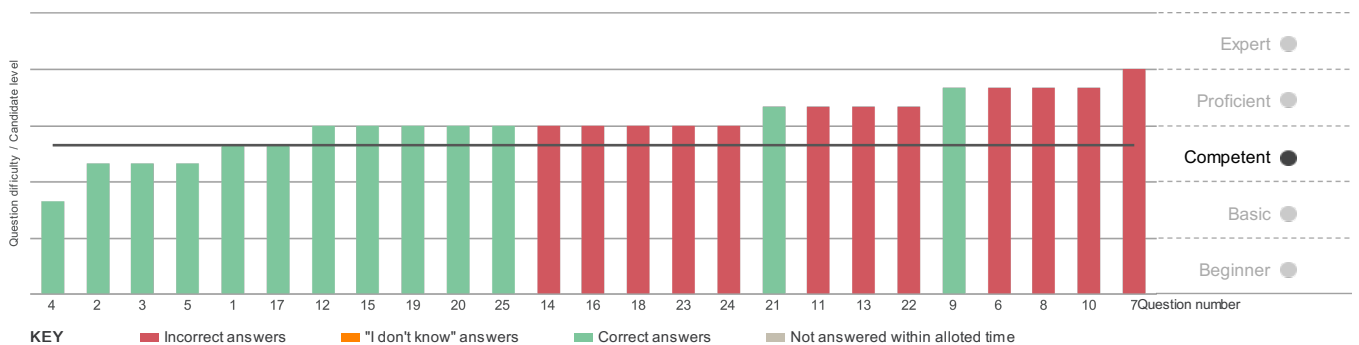
2. ANALYSIS

PROGRESSIVE ESTIMATE OF CANDIDATE LEVEL

This chart shows how the system adapted the difficulty level of the questions to candidate responses as the test progressed. The grey line shows the candidate's estim
after each question.

KEY ■ Incorrect answers   ■ "I don't know" answers   ■ Correct answers   ■ Not answered within alloted time

QUESTIONS ORDERED BY DIFFICULTY LEVEL

This chart shows the questions posed to the candidate, ordered by level of difficulty.

KEY ■ Incorrect answers   ■ "I don't know" answers   ■ Correct answers   ■ Not answered within alloted time

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3. RESULT

FUNCTIONS

- Expert
- Proficient
- **Competent**
- Basic
- Beginner

The candidate can perform basic Excel mathematical calculations (including SUM, AVERAGE, calculations with dates, etc.) and is familiar with the IF, AND and OR functions. He is also familiar with absolute and relative references and the lookup and reference database functions.

METHODS

- Expert
- Proficient
- **Competent**
- Basic
- Beginner

The candidate can set and modify a print area, create simple links between worksheets and workbooks, name a cell or cell range, create a workspace and protect a workbook. He has basic knowledge of the Paste Special feature.

DATA MANAGEMENT

- Expert
- **Proficient**
- Competent
- Basic
- Beginner

The candidate can create and manage pivot tables, create complex charts, and use slicers. He understands the Goal Seek function, data consolidation and advanced filters.

FORMATTING

- Expert
- Proficient
- **Competent**
- Basic
- Beginner

The candidate is familiar with cell styles, number formats, the basics of conditional formatting, tables, themes and SmartArt.

4. CANDIDATE COMMENTS

The candidate has not left any comment.

5. DETAILED ANALYSIS SKILLS

METHODS	LEVEL: COMPETENT

Points master
- Copy / Paste / Fomatting
- Deleting a column in a spreadsheet with formulas
- Quickly selecting a range
- Cell formatting

Points to improve
- Semi absolute reference
- Pivot Table / Data update
- Charts / Color themes
- Group of workbooks
- Display / Page Layout
- Change the name of a range (manip)

FORMATTING	LEVEL: COMPETENT

Points master
- Conditional Formatting
- Chart / Radar chart
- Charts / Customizing a histogram

Points to improve
- Complex conditionnal formatting
- Formatting with the Find and Replace button.

FUNCTIONS	LEVEL: COMPETENT

Points master
- Subtotal
- Goal seek
- INT and ROUND Functions

Points to improve
- DSUM function
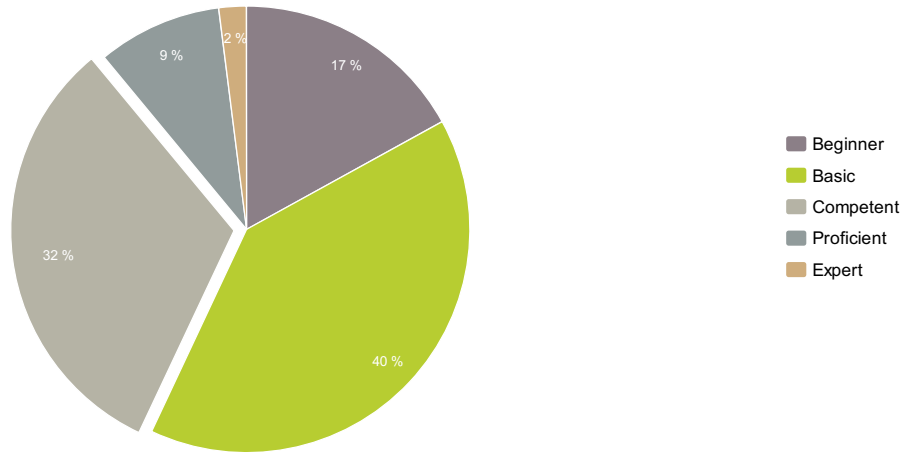- SUM.IF (manip)

DATA MANAGEMENT	LEVEL: PROFICIENT

Points master
- What if analysis
- Add a series to a chart (manip)

Points to improve
- Removing duplicates

6. RANKING

- Beginner
- Basic
- Competent
- Proficient
- Expert

17 %

40 %

32 %

9 %

2 %

RANKING

Top 75%

Top 50%

Top 25%

Candidate

Top 10%

Beginner   Basic   Competent   Proficient   Expert