

Practical Exercise for the Microsoft® Excel Software COMPMETRICA

General functions and intermediate functions



The Practical Exercise for the Microsoft® Excel Software assesses a candidate's ability to use the different general or intermediate functions and formulas of the Microsoft Excel© software. It provides a fair estimate in terms of the mastery level of the function from the Microsoft Office Excel Software.

Description

- In this exercise, the candidate will have to reproduce documents in an Excel file. The candidates are assessed on different elements depending on the test level. More specifically, these elements can be to format a table, to use certain formulas, to transcribe data, to make links and references, to make some calculations, as well as to use the different functions of the Microsoft Excel© software. This exercise must be administered on a computer with Microsoft Office.
- This exercise does not assess specific knowledge related to the professional field of expertise.
- All the tests are done on a computer with the Excel© software (version 2003 or 2007) from Microsoft Office.



Targeted Clientele

Any organization that wishes to assess the mastery level of the Microsoft Excel© software functions.

Conditions

Duration

- **General functions:** Thirty (30) minutes
- **Intermediate functions:** Forty-five (45) minutes

Correction Time

- Paper-Pencil Administration: Three (3) business days

Available languages

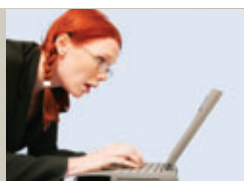
- French
- English

Competency Assessed

Technical and Professional

28. Technical and Professional Skills

Possesses the professional or technical skills required to effectively assume job responsibilities and perform tasks.



Type of Report

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Practical Exercise for the Microsoft Excel® Software - General Functions

Candidate: John Participant
Evaluation date: 2010/04/28

Explanation Notes on this Exam

The exercise presented (EXCELGEN-AT 07) measures the ability of the candidate to perform basic Microsoft Excel software operations. In particular, the candidate must format a short document and add simple calculating formulas.

Evaluation Scale

For this report, the results are presented using the following rating scale:

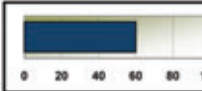
Excellent 5	The candidate responds to the main aspects and criteria of the evaluation in an appropriate manner. The candidate has surpassed expectations.
Very good 4	The candidate responds to most of the criteria of the evaluation and demonstrates good performance.
Good 3	Some of the main and secondary criteria of the evaluation were met, with some minor deficiencies with regards to the evaluated criteria.
Weak 2	The candidate omits important aspects and criteria of the evaluation and is having problems.
Poor 1	The candidate omits most of the aspects that are evaluated and the answers are inadequate.
Absent 0	The candidate did not demonstrate this evaluation criterion in any way.

Overall Results

The overall result shows, in percentage, the standardized score obtained by the candidate. The recommended passing mark for this exam is 60%. This score indicates the candidate's demonstrated ability to use the basic functions of Microsoft Excel in a standardized manner.

**However, the passing mark may vary according to the requirements of the job or organization in which the candidate is working.*

The overall result represents the score, standardized and in percentage, obtained by the candidate.



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Results by Element Assessed

The graphics below provide further details, solely for information purposes, on the mastery level of the elements assessed (see below). **This information is for skills development only.**

These results are presented according to four performance levels: ABSENT, POOR, AVERAGE, and HIGH.


WORKSHEET FORMATTING

The candidate must demonstrate to what extent he or she can use formatting to improve a document's layout. This element represents approximately 50% of the overall result.



FORMULAS AND BASIC FUNCTIONS

The candidate must to what extent he or she is comfortable using basic Microsoft Excel formulas and functions to perform basic mathematical operations. This element represents approximately 30% of the overall result.



OTHER BASIC OPERATIONS

The candidate must to what extent he or she can perform various basic operations in Microsoft Excel, such as adding missing data, as well as renaming, protecting, and copying a worksheet. This element represents approximately 20% of the overall result.

