



Technical Skills Course – Excel for Actuaries Beginner’s Course

Actuarial Excel Test Part 1 Description

Download the excel workbook titled “TSC Actuarial Excel Test Part 1 Template”

Task 1: Add documentation to the “Documentation” tab

Add information like name of the owner of the spreadsheet, date, purpose of the spreadsheet, description of tabs, describing any data cleanup done.

Task 2: Cleanup the data on the “claim listing raw” tab

Make sure the column names are database friendly. Ensure there are no spaces. Look through the data and correct any mistakes you can find. When finished, make sure the “claim listing” tab is print ready and professional looking.

Task 3: Populate the “Summary” tab

Fill in high level metrics about the “claim listing” tab. Use simple excel functions to calculate the number of claims, number of subscribers, number of providers, total claim amounts, average claim amount, maximum claim amount, and minimum claim amount.

Task 4: Come up with questions to ask about the data

Go to the “Outstanding Questions” tab. Type in questions that you have about the data that you would ask to further your analysis.