

# Mastering Excel Assessment Tests: A Step-by-Step Guide

**Recommended Tools:** Microsoft Excel (desktop version), Sample file (available from instructor's website)

## Getting Started

Excel assessment tests are common in hiring processes, especially via employment agencies. This guide follows a real test example and teaches essential Excel operations step by step. Use it hands-on with a sample Excel sheet for maximum benefit.

## Step-by-Step Instructions

### Step 1: Adjust Column Width to Fit Text

- **Objective:** Expand Column B to fit the full text "Total Cost by Month".
- **How-To:** Hover over the column line → drag or double-click to auto-resize.
- **Excel Skill:** Column resizing.

### Step 2: Calculate Total Cost by Month

- **Objective:** Populate totals in Row 12 (Jan–May).
- **How-To:** Use `=SUM()` function:
  - Manually type formula
  - Use AutoSum ( $\Sigma$ ) button
  - Drag formula or use copy-paste
- **Excel Skill:** Using SUM function across columns.

### Step 3: Add Borders Around the Table

- **Objective:** Apply visible borders to the data table.
- **How-To:** Select range → Home tab → Borders → "All Borders"
- **Excel Skill:** Table formatting.

### Step 4: Format Data as Currency

- **Objective:** Apply currency formatting to numeric values.
- **How-To:** Select numeric range → Click "Accounting Number Format" (\$)
- **Excel Skill:** Number formatting.

### Step 5: Calculate Total Costs by Row

- **Objective:** Use formula to calculate total expenses per category.
- **How-To:** Use =SUM() horizontally (e.g., =SUM(C6:H6))
- **Tip:** Use AutoSum and drag the formula down.
- **Excel Skill:** Horizontal summation.

## Step 6: Calculate Average Cost

- **Objective:** Use formula to get the average for each category.
- **How-To:** =AVERAGE(C6:H6)
- **Note:** Exclude "Total Cost by Month" from the range.
- **Excel Skill:** AVERAGE function usage.

## Step 7: Right Align Column D

- **Objective:** Change alignment of February column.
- **How-To:** Select Column D → Click “Align Right” on Home tab.
- **Excel Skill:** Text alignment.

## Step 8: Calculate Quarterly Totals (Q1 and Q2)

- **Objective:** Sum costs for Q1 (Jan–Mar) and Q2 (Apr–Jun).
- **How-To:** Use =SUM(C12:E12) for Q1, similar for Q2.
- **Excel Skill:** Customized summation.

## Step 9: Save File to Documents Folder

- **Objective:** Practice saving the Excel file properly.
- **How-To:** File → Save As → Browse → Select Documents folder → Save.
- **Excel Skill:** File management.

## Step 10: Change Page Orientation to Landscape

- **Objective:** Switch from Portrait to Landscape mode.
- **How-To:** Page Layout tab → Orientation → Landscape.
- **Excel Skill:** Page setup.

## Step 11: Fit Table to One Page for Printing

- **Objective:** Avoid multi-page printouts.
- **How-To:**
  - Select only the table range
  - Page Layout → Set Print Area
  - File → Print → Check single-page preview
- **Excel Skill:** Print area and preview.

## Step 12: Center Table Header Values

- **Objective:** Center-align the header row.
- **How-To:** Select row → Click “Center” alignment.
- **Excel Skill:** Header formatting.

## Step 13: Spell Check the Document

- **Objective:** Run spell check.
- **How-To:** Review tab → Spelling → Fix issues if needed.
- **Tip:** Use search bar to find any function quickly.
- **Excel Skill:** Proofreading tools.

## Step 14: Rename Worksheet

- **Objective:** Rename “Sheet1” to “Business Expenses”.
- **How-To:** Double-click sheet tab → Type name → Press Enter.
- **Excel Skill:** Worksheet tab management.

## Step 15: Add New Worksheet

- **Objective:** Insert a new worksheet.
- **How-To:** Click plus (+) next to sheet tabs.
- **Excel Skill:** Adding worksheets.

## Step 16: Create Column Chart for Q1 Expenses

- **Objective:** Visualize Jan–Mar expenses.
- **How-To:**
  - Select B5:E12
  - Insert tab → Column Chart → 2D or 3D Column
- **Tip:** Resize chart to fit in print area.
- **Excel Skill:** Chart creation.

## Step 17: Adjust Column Widths for I & J

- **Objective:** Ensure full content visibility.
- **How-To:** Double-click the line between column headers I and J.
- **Excel Skill:** Column auto-fit.

## Step 18: Bold and Resize All Headings

- **Objective:** Make headers bold and size 12.
- **How-To:**
  - Select row 5 → Click Bold + change font size to 12

- **Excel Skill:** Font styling.

### Step 19: Merge and Center “Business Expenses” Heading

- **Objective:** Make title span across columns.
- **How-To:**
  - Select title cell (B3) and surrounding cells
  - Click “Merge & Center” on Home tab
- **Excel Skill:** Merging and centering.

### Step 20: Save and Close the File

- **Objective:** Finalize your work.
- **How-To:** File → Save, then close the workbook.
- **Excel Skill:** Wrapping up professionally.

## Final Tips for Test Success

- **Practice hands-on** with the exact steps using a real file.
- **Time yourself** while doing each section to simulate test conditions.
- **Know the Excel ribbon:** Home, Page Layout, Insert, and Review tabs are key.
- **Learn basic formulas:** SUM, AVERAGE, and alignment tools are must-haves.
- **Use the search bar** for quick access to functions you're unsure about.