

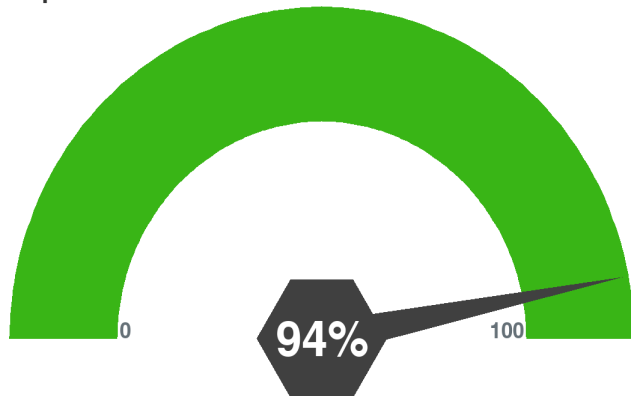
Excel 2016 - Beginner

Report Name Tahiya Rahman
Email/ID none
Date 12/12/2023
Test Version 1.0

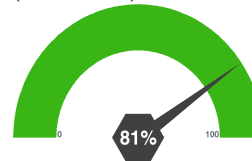
eTicket number 2632032228784833749
Time 16:14:00
Time Taken 00:28:00

Performance Overview

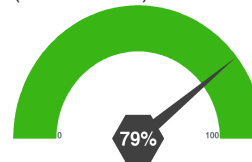
Report Score



This account's Score (out of 2225)



All recorded Scores (out of 16851)



Performance Compared to Other Test Takers

Percentile Ranking



Performance Analysis

Levels

Basic - 27 (total 29)



Intermediate - 3 (total 3)



Topics

EDITING - 9 (total 10)



FILE MANAGEMENT - 8 (total 8)



FORMATTING - 11 (total 12)



PRINTING - 2 (total 2)

QUESTIONS

Q#	Report Name	Status	Time(Sec)	Level
EDITING				
1	Excel 2016 Fill Cells with Labels	✓	17	BEG
2	Excel 2016 Copy Cells	✓	52	BEG
3	Excel 2016 Insert Column	✓	18	BEG
4	Excel 2016 Undo	✓	4	BEG
5	Excel 2016 Find and Replace	✓	64	INT
16	Excel 2016 Clear Cell Contents	✓	8	BEG
26	Excel 2016 Select Non-adjacent Cells	✗	140	BEG
29	Excel 2016 Delete Cells	✓	63	BEG
30	Excel 2016 Use Format Symbols	✓	9	BEG
32	Excel 2016 Move Chart	✓	7	BEG
FILE MANAGEMENT				
6	Excel 2016 Save OneDrive	✓	211	BEG
7	Excel 2016 Create Workbook from Template	✓	216	INT
13	Excel 2016 Open Workbook	✓	21	BEG
14	Excel 2016 Save Workbook	✓	28	BEG
15	Excel 2016 Exit Excel	✓	8	BEG
21	Excel 2016 Start Excel	✓	6	BEG
28	Excel 2016 Insert New Worksheet	✓	42	BEG
31	Excel 2016 Navigate Between Worksheets	✓	3	BEG
FORMATTING				
8	Excel 2016 Accounting Number Format	✓	97	BEG
9	Excel 2016 Paper Size	✓	84	BEG
10	Excel 2016 Center Cell Contents	✓	10	INT
17	Excel 2016 Font	✓	6	BEG
18	Excel 2016 Bold Text	✓	3	BEG
19	Excel 2016 Italicize Text	✓	2	BEG
20	Excel 2016 Autofit Column	✓	4	BEG
22	Excel 2016 Font Color	✓	8	BEG
23	Excel 2016 Font Size	✓	5	BEG
24	Excel 2016 Worksheet Orientation	✓	19	BEG
25	Excel 2016 Row Height	✓	42	BEG
27	Excel 2016 Increase Decimal Places	✗	110	BEG
PRINTING				
11	Excel 2016 Print Preview	✓	76	BEG
12	Excel 2016 Print Workbook	✓	97	BEG