Microsoft Excel 365 - Essentials

Assessment Fact Sheet

.SHL.

Overview	The Microsoft Excel 365 – Essentials simulation evaluates experience in sorting and filtering data, creating and applying simple functions and formulas, modifying cell formatting and content, viewing and printing workbooks, managing workbooks and worksheets, adding headers, footers and page breaks, creating and labeling charts and pivot tables, setting a print area, securing and sharing workbooks, and presenting data in different visual models. It consists of the 20 most important and frequently performed tasks.

	Relevant Job Roles	Administrative Services Manager, Sales Manager, General and Operations Manager, Marketing Manager, Business Analyst, Consultant

Details	**Language**	English (US)
	Average Testing Time (minutes)	15 minutes
	Allowed Time (minutes)	25 minutes
	Maximum Number of Questions	20 questions
	Number of Sittings	One
	Test Type	Simulation
	Sector	Software Skills
	Scores Reported	• Overall Score • Applying Formulas and Functions • Creating and Analyzing Data • Formatting Cells, Data, and Content • Managing Workbooks and Worksheets • Presenting Data Visually • Printing and Views
	O*NET Competency	Spreadsheet Software

Knowledge, Skills, Abilities And Competencies Measured	The following areas are covered: • Basic text and cell formatting • Data tables • Using functions and formulas • Printing an excel workbook