Microsoft Excel 365
Assessment Fact Sheet

SHL.

Overview

The Microsoft Excel 365 simulation evaluates experience in sorting and filtering data, creating and applying 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, using conditional formatting and conditional statements, setting a print area, configuring worksheet protection settings, securing and sharing workbooks, utilizing various data tools, and presenting data in different visual models.

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)	25 minutes
Allowed Time (minutes)	35 minutes
Maximum Number of Questions	30 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 • Sharing, Maintaining, and Securing Workbooks
O*NET Competency	Spreadsheet Software

Knowledge, Skills, Abilities And Competencies Measured

The following areas are covered:

- Basic text and cell formatting
- Visual enhancements
- Using functions and formulas
- Printing an excel workbook
- Applying passwords and encryption to an excel workbook
- Conditional formatting
- Charts and data table