

EXCEL BEGINNER



WHAT IS THE MICROSOFT EXCEL - BEGINNER ONLINE TEST?

The Microsoft Excel - Beginner online test assesses candidates' skills for basic spreadsheet usage. Questions measure their ability to manipulate data, use formulas and perform calculations in Excel.

GENERAL INFORMATION

OBJECTIVE

Instantly provide the position of the person being evaluated in relation to their mastery of the basic functions of the Excel software

CONTEXT

Selection or preselection

TARGET CLIENTELE

Positions that require the use of basic Excel software functions

FORMAT

20 multiple choice questions and basic practical exercises in the Excel environment

DURATION

Maximum duration: 30 minutes (timed)
Average completion time: 15 minutes

COST

20 \$

LANGUAGES AVAILABLE

French
English

DIMENSIONS ASSESSED

- ▶ Methods
- ▶ Functions
- ▶ Formatting
- ▶ Data manipulation

ADVANTAGES

- ▶ Complete autonomy on Interpreto's user-friendly platform for test administration and report management.
- ▶ Report is generated instantly, as soon as the candidate completes the test.
- ▶ In addition to providing the overall score, the results report allows you to identify the candidate's level of proficiency (beginner, basic, productive, advanced, expert) for each skill category, as well as the time spent by the candidate on each of the test questions.

DEVELOPMENT OF THE TOOL

The Excel - Beginner test is owned and maintained by Isograd/TOSA*

* Tosa is an international standard for the assessment and certification of office and digital skills.