

Excel 1 - EN - EN settings

The Everyday Excel User

An Excel test in English with Excel in English settings. Assesses general proficiency in everyday use and is particularly suitable for candidates with limited data-intensive tasks or less complex models. The test is suitable for all seniority levels.

 24 QUESTIONS 30 MIN ENGLISH EN EXCEL

4 skill areas

-  Functions 
-  Formatting 
-  Data Management 
-  Methods 

WHAT THE TEST MEASURES

Functions

Absolute and relative cell references, circular references and formula consequences, plus functions such as SUM, AVERAGE, MIN, MAX, VLOOKUP, IF, AND, OR, SUMIF, COUNTIF, SUMIFS, LEFT, RIGHT, CONCATENATE, TEXT, REPLACE, INDEX, MATCH and NETWORKDAYS.

Formatting

Basic formatting such as font colour, column width, decimal places and text alignment, as well as more advanced techniques including Paste Special, AutoFormat, Conditional Formatting, worksheet protection, locked cells, ClipArt and SmartArt.

Data Management

Creating charts and tables, filtering and sorting, PivotTables, data validation, grouping rows and columns, external links between worksheets and workbooks, advanced filtering and Goal Seek.

Methods

Opening and saving workbooks, including older versions, printing and print areas, page layout, freezing and arranging panes, protecting worksheets and workbooks, external data sources, importing data, form controls and macros.

A SECURE AND CLEAR TEST PROCESS

-  1 Test invitation
-  2 ID verification
-  3 Live monitoring
-  4 Results & AI analysis

MORE THAN A TEST RESULT

A fact-based decision support with verified knowledge, clear strengths and areas for improvement, as well as benchmarking against thousands of tested profiles. The test is designed for all seniority levels.

-  Secure candidate verification
-  AI anti-cheating technology
-  Benchmarking & AI analysis
-  GDPR compliant