

SOFTWARE SKILLS TEST INFORMATION GUIDE (MS EXCEL)

TEST #4118

INTRODUCTION

The SCE Excel Test is a performance test designed to cover the major features of Microsoft Excel that you would use on the job. This guide contains information regarding what the test covers, the length of time allowed, the knowledge categories the test covers and a study outline, including study references. At the end of the guide are general test taking strategies.

TEST SESSION

It is important that you follow the directions of the Test Administrator exactly. If you have any questions about the testing session, be sure to ask the Test Administrator before testing begins.

During testing, you may not talk, smoke, eat, or drink.

The SCE Excel Test (Microsoft 365 version) has a 1-hour time limit. You will receive a Test Comment Form so that you can make comments about test questions. Write any comments you have and turn them in with your test materials when you are done.

INFORMATION GUIDELINE

Excel Knowledge Categories

Below are the major categories that are covered on the test.

FILE MANAGEMENT

Using basic Excel operations such as starting a new workbook, saving a Workbook (both to the computer and to OneDrive), using templates, etc.

EDITING

Changing, modifying, and revising Excel spreadsheets/workbooks using functions such as copy, paste, spellcheck, undo, find/replace, autofill, etc. This also includes more complex actions such as adding notes to cells, adding columns, freezing rows/columns, marking a spreadsheet as final, etc.

FORMATTING

Modifying spreadsheets/workbooks to make them more organized and aesthetically pleasing by adjusting the characteristics of cells (adding a border, centering, changing the number formatting, merging cells, rotating text, wrapping text, etc.). This also includes making changes to the entire spreadsheet/workbook such as changing the margins, changing the size of the paper on which the workbook will be printed, hiding a column, etc.

ANALYSIS

Analyzing data by using basic functions such as conditional formatting, filters, autosum, etc. This also includes more complex features such as adjusting the type of chart used, working with PivotTables (creating PivotTables, adding a slicer to a PivotTable, etc.), adding 3D formulas (formulas that reference multiple sheets), etc.

PRINTING

Performing general printing functions in Excel, including printing a selection in a worksheet, printing multiple copies of a workbook, setting the print area to specify which cells will be printed, using the print preview feature, etc.

TOOLS AND AUTOMATION

Using specialized tools and creating automated processes such as customizing the quick access toolbar, displaying the Developer tab in the top ribbon, using the "inspect" feature to inspect a workbook for things like hidden properties and other attributes, etc.

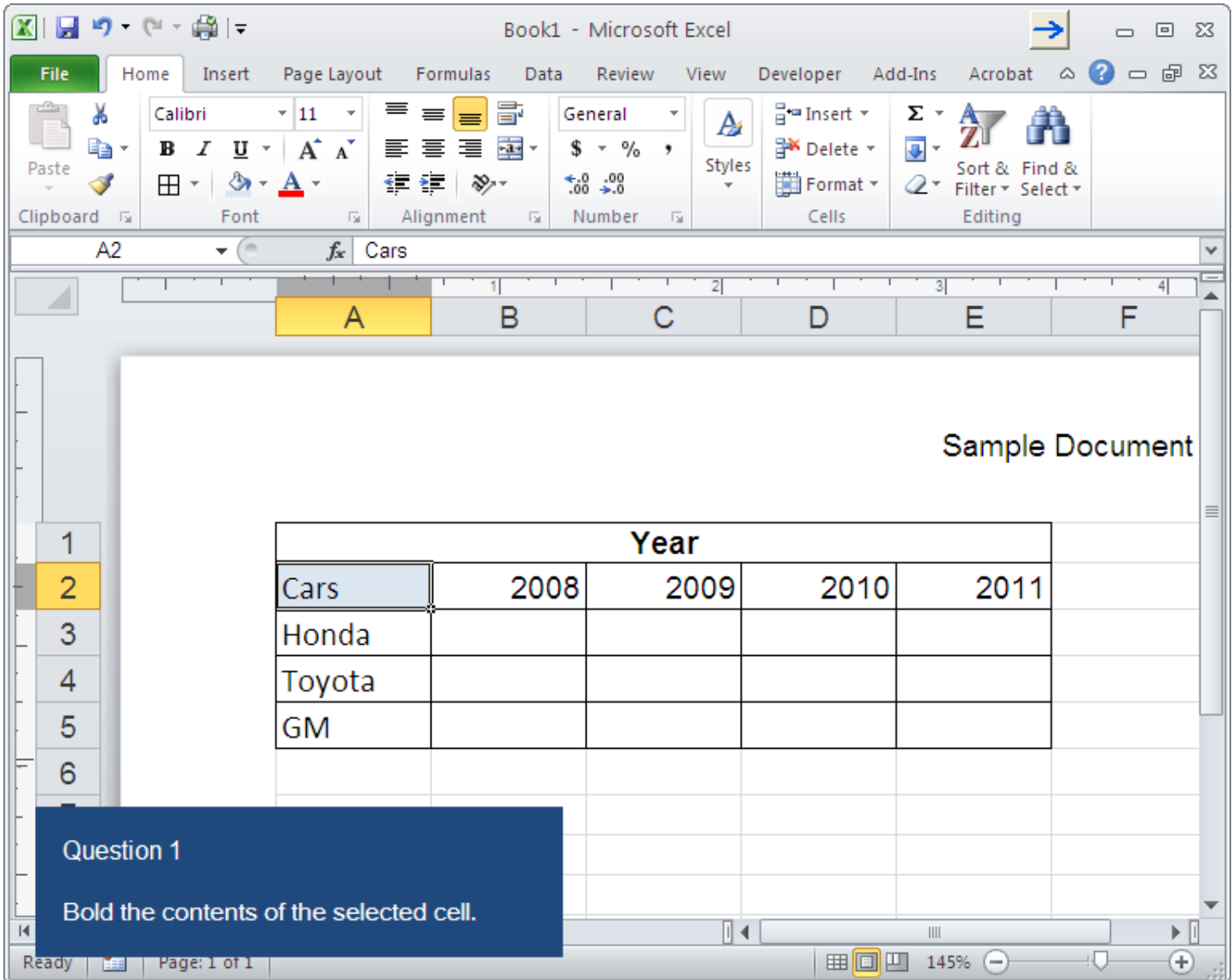
GRAPHICS

Creating graphics in Excel, such as charts.

STUDY REFERENCES

For a study reference for the material covered on the test, please refer to *Excel 365 for Dummies*.

SAMPLE EXCEL QUESTIONS



The screenshot shows the Microsoft Excel interface with the following data table:

	Year			
Cars	2008	2009	2010	2011
Honda				
Toyota				
GM				

Question 1
Bold the contents of the selected cell.

TEST TAKING STRATEGIES

The Excel Test contains task/function related questions. The purpose of this section is to help you identify some special features of this type of test and to suggest techniques for you to use when taking the test. Your emotional and physical state during the test may determine whether you are prepared to do your best. The following list provides common sense techniques you can use before the test begins.

CONFIDENCE

If you feel confident about passing the test, you may lose some of your anxiety. Think of the test as a way of demonstrating how much you know, the skills you can apply, the problems you can solve, and your good judgment capabilities.

PUNCTUALITY

Arrive early enough to feel relaxed and comfortable before the test begins.

CONCENTRATION

Try to block out all distractions and concentrate only on the test. You will not only finish faster but you will reduce your chances of making careless mistakes. If possible, select a seat away from others who might be distracting. If lighting in the room is poor, sit under a light fixture. If the test room becomes noisy or there are other distractions or irregularities, mention them to the Test Administrator immediately.

BUDGET YOUR TIME

Pace yourself carefully to ensure that you will have enough time to complete all tasks/functions.

READ CRITICALLY

Read all directions and questions carefully.

Remember that the techniques described in this section are only suggestions. You should follow the test taking methods that work best for you.

STUDY GUIDE FEEDBACK

Please use this page to notify us of any changes in policies, procedures, or materials affecting this guide. Once completed, return to:

Southern California Edison Human Resources - Performance Assessment Services G.O. 4, Ground Floor 8631 Rush St. Rosemead, CA 91770

TEST NAME: 4118 Software Skills MS Excel Test

If you have encountered any discrepancies in the test, please provide an explanation and the page number below.

COMMENTS