



Excel Competency Test

The Excel Competency exercise is designed to help instructors determine each student's current level of experience in Microsoft Excel. Students pay \$9.95 for the exercise and use Microsoft Excel to respond to 50 questions covering:

12 Keyboard shortcuts

Absolute Reference
Bold
Comma Style
Copy
Edit Formula
Existing Values list
New Workbook
New Worksheet
Repeat Action
Select Entire List shortcut
Underline
Undo Action

30 Worksheet Functions

AND
AVERAGE
CORREL
COUNTBLANK
COUNTIF
COUNTIFS
FIND
FV
HLOOKUP
IF
IFERROR
INDEX/MATCHs
LEFT
LOWER
MAX
MID
MIN
NOT
NOW
NPV
OR
PMT
PROPER
RIGHT
ROUND
SUM
SUMIF
SUMPRODUCT
VLOOKUP

5 Techniques

Absolute references in formulas
Concatenation
Copying Visible Cells
Nested IF function
Paste Special Values

4 Excel Features

Advanced Filter feature
Display Formulas feature
Pivot Tables feature
Trace Dependents feature

Each student is assigned a unique 4-digit number known as their Spreadsheet ID for use during the exercise. This ID number is incorporated several times into the exercise and helps ensure that each student turns in their own work:

- Completion: This score indicates if the student attempted a given step or marked it "Don't know".
- Accuracy: This score indicates carried out the step accurately, marking "Don't know" results in a zero on accuracy.

Within one week of an assignment's due date we provide instructors with a spreadsheet showing all student results. Partial credit in our scoring is given if a student at least attempts a step. Instructors determine final credit for each student, and whether late submissions are allowed. Students receive written feedback confirming which steps were completed successfully, as well as providing guidance on steps that they did not attempt or did not complete correctly.

Please direct questions to David Ringstrom (david@studentsexcel.com) or 404-784-0275. Learn more about us at www.studentsexcel.com.