# TOSA

# Results report
## Tosa Excel 365 Certification
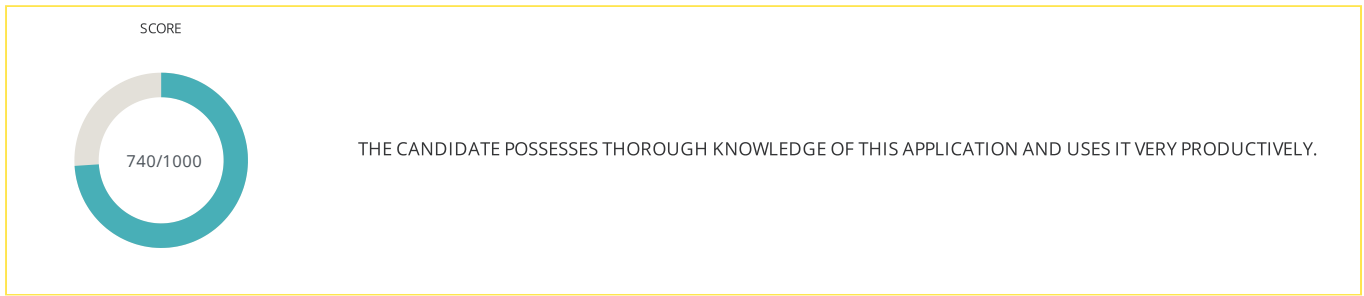
BRIDGERLAND
TECHNICAL COLLEGE

### Michael Boston

Score: 740/1000

Test date: February 9, 2023

TOSA

# 1. Result

SCORE

740/1000

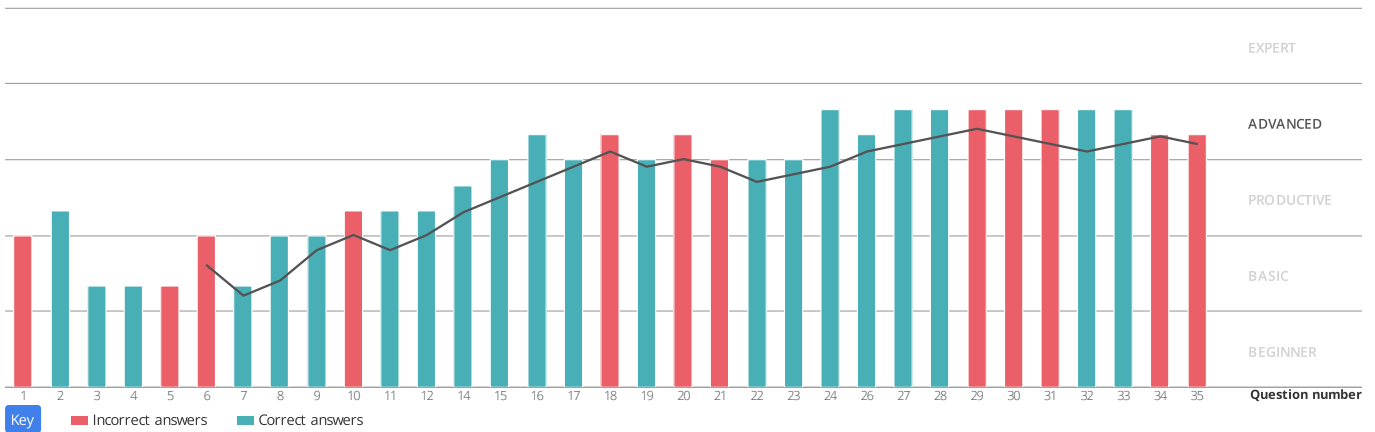THE CANDIDATE POSSESSES THOROUGH KNOWLEDGE OF THIS APPLICATION AND USES IT VERY PRODUCTIVELY.
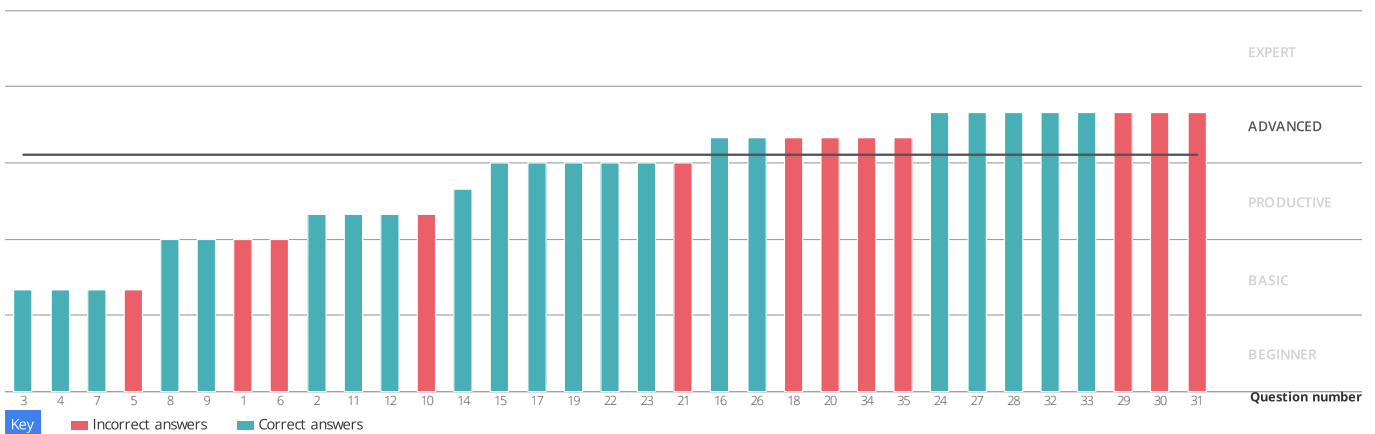
# 2. Analysis

## Progressive estimate of candidate level

This chart shows how the system adapted the difficulty level of the questions to candidate responses as the test progressed. The grey line shows the candidate's estimated skill level before each question.



EXPERT
ADVANCED
PRODUCTIVE
BASIC
BEGINNER

Question number

Key  ■ Incorrect answers  ■ Correct answers

## Questions ordered by difficulty level

This chart shows the questions the candidate was asked, by level of difficulty.



EXPERT
ADVANCED
PRODUCTIVE
BASIC
BEGINNER

Question number

Key  ■ Incorrect answers  ■ Correct answers

# 3. Domains

## Methods

**Domain description:**

This domain covers the Excel software environment: window elements, ribbon customization, Quick Access Toolbar, etc. It also includes questions related to saving and printing documents in Excel, the workbook layout, and the protection of documents.

**Skills:**

Using editing tools:
●●●●●○○○○○

Knowing the software environment and using the main functions:
●○○○○○○○○○

Organizing workbooks, worksheets and tables:
●●●●●●●●●○

**To go further :**

In order to strengthen skills and reach the Productive user level, candidates must learn how to set and modify a print area, create simple links between worksheets and workbooks. They must know how to name a cell or a cell range, create a workspace and protect a workbook. They must have basic knowledge of the Paste Special feature.

## Functions

**Domain description:**

Questions in this domain cover formulas and functions. They vary from simple formulas (computing a sum, performing a simple test) to complex formulas (database functions, VLOOKUP, INDEX, etc.).

**Skills:**

Using calculation functions within formulas:
●●●●●●●●○

Identifying and inserting database calculation functions:
●●●●●●●●●○

Handling formulas:
●●●●●○○○○

**To go further :**

In order to develop skills and reach the Expert user level, candidates will have acquired an extensive knowledge of Excel functions and are able to create and understand complicated formulas.

## Formatting

### Domain description:

Questions in this domain cover cell formatting (alignment, font, styles), advanced number formatting (sorting, charts, advanced filters) and conditional formatting. Advanced level questions and exercises also focus on data formatting.

### Skills:

Formatting data in a workbook (formulas, texts, and graphs):

● ● ● ● ● ○ ○ ○ ○

Applying and handling conditional formatting:

● ● ● ● ● ○ ○ ○ ○

### To go further :

In order to strengthen skills and reach the Advanced user level, candidates must learn to master cell styles, number formats, and tables. They also have to become familiar with basic and more complex formula-based conditional formatting. They must be able to format a workbook easily and know how to use graphic objects such as SmartArt.

## Data manipulation

### Domain description:

This domain includes questions on formatting data in Excel (basic cell formatting, conditional formatting, dates, advanced numeric formats, etc.), charts, and pivot tables.

### Skills:

Using data management features:

● ● ● ● ● ○ ○ ○ ○

Creating and handling graphs:

● ● ● ● ● ○ ○ ○ ○

Creating and editing pivot tables:

● ● ● ● ● ○ ○ ○ ○

### To go further :

In order to develop skills and reach the Advanced user level, candidates must learn how to create and manage pivot tables, create complex charts, and use slicers. They have to know the Goal Seek features, data consolidation and advanced filters.