

Result Report

Candidate Name:	Marsha Mello
Candidate ID:	
Candidate Email:	OPRA@opragroup.com
Evaluation Name:	MS Excel 2003 Comprehensive
Evaluation Date:	9/24/2008 9:10:06 PM
Elapsed Time:	28 minutes 36 seconds

General Scores

Total Questions:	50
Questions Completed:	50
Questions Correct:	35
Percent Complete:	100%
Overall Score:	70%



Demonstrates broad knowledge in this area.

Scores by Level

Basic

20 / 25 Questions	80%
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Demonstrates extensive knowledge in this area.

Intermediate

9 / 15 Questions	60%
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Shows some knowledge in this area. Training recommended.

Advanced

6 / 10 Questions	60%
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Shows some knowledge in this area. Training recommended.

Scores by Category

Charts & Graphics

7 / 10 Questions	70%
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Demonstrates broad knowledge in this area.

Editing Data

12 / 17 Questions	71%
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Demonstrates broad knowledge in this area.

Formatting Worksheets

9 / 13 Questions	69%
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Demonstrates broad knowledge in this area.

Printing & Display

7 / 10 Questions	70%
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Details

Question 1= Correct

Level: Basic

Category: Formatting Worksheets

Question Text:

You must open an existing workbook. Click on the menu command or button, or press the key combination that allows you to do this.

Correct hotspot selection:

= = *Open a Workbook links* or *Open Document button*

Correct keyboard selection:

= = *Ctrl+O*

Correct menu selection:

= = *File | Open...* or *File | 1 Harmony Inventory.xls* or *File | 2 Cost Estimate.xls* or *File | 3 Projections.xls*

Candidates's menu selection:

= = *File | Open...*

Question 4= Correct

Level: Basic

Category: Editing Data

Question Text:

You must copy the selected cell to the Windows clipboard. Click on the menu command or button, or press the key combination that will copy the cell.

Correct hotspot selection:

= = *Copy button*

Correct keyboard selection:

= = *Ctrl+C*

Correct menu selection:

= = *Edit | Copy* or *Selected Cell | Copy*

Candidates's menu selection:

= = *Edit | Copy*

Question 6= Correct

Level: Basic

Category: Printing & Display

Question Text:

You must set up this worksheet so that it will print in Landscape orientation. Click on the menu command or button, or press the key combination that allows you to do this.

Correct hotspot selection:

= = *Print Preview button*

Correct keyboard selection:

= = *Ctrl+P*

Correct menu selection:

= = *File | Page Setup... or File | Print Preview or File | Print...*

Candidates's menu selection:

= = *File | Page Setup...*

Question 7= Correct

Level: Basic

Category: Formatting Worksheets

Question Text:

You must save this workbook in its current format. Click on the menu command or button, or press the key combination that allows you to do this.

Correct hotspot selection:

= = *Save button*

Correct keyboard selection:

= = *Ctrl+S*

Correct menu selection:

= = *File | Save or File | Save As...*

Candidates's menu selection:

= = *File | Save As...*

Question 8= Correct

Level: Basic

Category: Formatting Worksheets

Question Text:

You must close this workbook without exiting Excel. Click on the menu command or button or press the key combination that will allow you to close the workbook.

Correct hotspot selection:

= = *Close Window button*

Correct keyboard selection:

= = *Ctrl+W*

Correct menu selection:

= = *Child Window Menu | Close or File | Close*

Candidates's hotspot selection:

= = *Close Window button*

Question 9= Correct

Level: Basic

Category: Editing Data

Question Text:

You must check the spelling in this worksheet. Click on the menu command or button, or press the key that allows you to do this.

Correct hotspot selection:

= = *Spelling button*

Correct keyboard selection:

= = *F7*

Correct menu selection:

= = *Tools | Spelling...*

Candidates's menu selection:

= = *Tools | Spelling...*

Question 10= Correct

Level: Basic

Category: Printing & Display

Question Text:

You must print this workbook. Click on the menu command or button, or press the key combination that allows you to do this.

Correct hotspot selection:

= = *Print button or Print Preview button*

Correct keyboard selection:

= = *Ctrl+P*

Correct menu selection:

= = *File | Print Preview or File | Print...*

Candidates's menu selection:

= = *File | Print...*

End of Report