

**APPLICANT
TEST INFORMATION GUIDE**
for
SCE Software Skills Test
(Microsoft Excel)

Excel 2000

Test # 4111

Excel 2002

Test # 4114

Performance Assessment Services



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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 Scheduling

There are two versions of the SCE Excel test: Excel 2000 and Excel 2002. **During your check-in you will be able to choose which version of Microsoft Excel you would like to test on. Once you have made your selection, you will not be allowed to deviate from it.**

Applicants will be scheduled through the recruiter. If you do not pass the test on your first attempt, please call 626-302-9830 to inquire about the testing guidelines.

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 Tests (Microsoft 2000 & 2002 versions) have 59 questions and 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 when you are done.

Study Guide Outline

Excel Knowledge Categories

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

A. Formatting

Modifies spreadsheets/workbooks/cell contents by using functions such as number format, bold, center, etc. in order to present an organized and aesthetic document.

B. File Management

Performs basic operations of Excel such as help, create, open and save spreadsheets/worksheets, use help function, etc. in order to access/create Excel program files.

C. Printing

Utilizes print functions such as print preview, print workbook, etc. in order to produce hard copies of Excel spreadsheets/workbooks.

D. Analysis

Performs Excel functions such as autosum, sort, chart, etc. in order to analyze data.

E. Editing

Alters spreadsheets/workbooks/cell contents using functions such as insert, paste, copy, etc. in order to change/modify/revise Excel documents.

Study References

Below is a listing of the study references for material covered on the test.

- *Excel 2000 For Windows For Dummies* – book
- *Excel 2002 For Windows For Dummies* – book

Sample Question from Excel Test

"Change the width of the selected column to automatically fit the widest entry in the column."

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.

Technique	Remarks
<i>Be confident</i>	<ul style="list-style-type: none">• 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.
<i>Be punctual</i>	<ul style="list-style-type: none">• Arrive early enough to feel relaxed and comfortable before the test begins.
<i>Concentrate</i>	<ul style="list-style-type: none">• 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 <i>immediately</i>.
<i>Budget your time</i>	<ul style="list-style-type: none">• Pace yourself carefully to ensure that you will have enough time to complete all tasks/functions.
<i>Read critically</i>	<ul style="list-style-type: none">• 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.