

17	Correct	Insert Chart	Insert Tools	Intermediate	00:01:09
18	Correct	Chart Styles	Insert Tools	Basic	00:01:56
19	Incorrect	Text Wrap	Formatting and Editing	Intermediate	00:01:49
20	Correct	Insert Worksheet	General Commands and Properties	Basic	00:00:36
21	Incorrect	Merge and Center Cells	Formatting and Editing	Advanced	00:00:23
22	Correct	Sort	Formatting and Editing	Intermediate	00:00:27
23	Correct	Margins	Page Layout	Basic	00:00:44
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25	Incorrect	Header/Footer	Insert Tools	Intermediate	00:00:46
26	Correct	Spell Check	General Commands and Properties	Basic	00:00:16
27	Incorrect	Print Centered on Page	Page Layout	Advanced	00:00:38
28	Incorrect	Create PivotTable	Insert Tools	Advanced	00:02:31
29	Incorrect	Print Scaling	Page Layout	Intermediate	00:01:38
30	Correct	Print Worksheet	General Commands and Properties	Basic	00:00:22

Question Level Statistics

	Number of Questions	Number Correct	Total Percentage
Basic	18	17	94%
Intermediate	8	3	38%
Advanced	4	1	25%
Total	30	21	70%

Question Type Statistics

	Number of Questions	Number Correct	Total Percentage
Formatting and Editing	13	10	77%
Formulas	2	1	50%
General Commands and Properties	7	6	86%
Insert Tools	4	2	50%
Page Layout	4	2	50%
Total	30	21	70%

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Robert Pearl



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