

PF 106 PROFICIENCY EXAM (FUPE) STUDY GUIDE

| | |
|--|--|
| Course Title: | <i>Introduction to Spreadsheets (PF 106)</i> |
| Recommended Textbook: | Gaskin, S. and Vargas, A. (2016). <i>GO! With Microsoft Excel 2016 Comprehensive</i> , ISBN: 978-0-13-444392-8 Any text that covers the basic operations of Excel 2016 will wo |
| Number & Type of Questions: | 30 multiple choice (worth 1 point each), 30 true/false (worth 1 point each), 15 short answer/essay (worth 1 point each), and 5 matching (worth 5 points each) for a total of 100 points. |
| Permitted Materials: | None |
| Required Materials: | None |
| Time Limit: | 1 hours, 30 minutes |
| Minimum Passing Score: | 75% |

Description of the Test:

This exam covers the use of Microsoft Excel 2016. The questions cover creating a worksheet and charting data; using functions, creating tables, and managing large workbooks; analyzing data with pie charts, line charts, and what-if analysis tools; using the financial and lookup functions, defining names, validating data, and auditing worksheets; and managing large workbooks and advanced sorting and filtering using Microsoft Excel 2016. The purpose of this exam is to demonstrate that you have knowledge equivalent to what is taught in the course. Typically, students who take this exam have used Excel 2016 at work or have taken prior courses that use this application.

Knowledge & Skills Required:

Students taking this exam should be able to:

- Describe the appropriate use of a spreadsheet application.
- Identify and apply the basic operations of a spreadsheet.
- Apply formatting to enhance worksheets.
- Apply formulas in a spreadsheet.
- Use What-if and Seek functions to solve problems.
- Apply functions in a worksheet.
- Create appropriate charts to represent data.
- Summarize and organize data using multiple worksheets.