****

**PF 106 PROFICIENCY EXAM (FUPE) STUDY GUIDE**

|  |  |
| --- | --- |
| **Course Title:** | ***Introduction to Spreadsheets (PF 106)*** |
| **Recommended Textbook:** | **Gaskin, S. and Vargas, A. (2020). GO! With Microsoft Office 365, Excel 2019 Comprehensive, ISBN: 9780135442685 (print), 9780135442289 (eText)** |
| **Number & Type of Questions:** | **48 multiple choice (worth 1 point each), 32 true/false (worth 1 point each), 20 short answer/essay (worth 1 point each) for a total of 100 points. Questions are publisher questions taken from the book.** |
| **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 2019/365. 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; creating pivot tables and pivot charts; managing large workbooks and using advanced sorting and filtering; creating charts, diagrams, and templates; using financial and lookup functions, defining names, validating data, auditing worksheets; using the data analysis, solver, and scenario features, and building complex formulas. 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 2019/365 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.