

## How Best Prepare for the Excel Competency Exam

**The purpose** of the Excel Competency Exam<sup>1</sup> is to allow you to demonstrate your ability to use Excel for decision-making.

Each Excel Topic<sup>2</sup> is associated with approx. 60-90 minutes' worth of resources listed from the C.T. Bauer College Advising web page. This means you are to spend time reading, viewing, and practicing the contents listed for each Excel Topic by opening Excel itself, and then adding and manipulating data in a workbook.

**Studying** the items listed in the Excel Topic list will allow you to **realize specific learning objectives** adopted from a set of generally accepted goals for education<sup>3</sup> regardless of field of study. These learning objectives call for you to demonstrate the following within the context of using Excel:

- KNOW the terminology used to specify items in Excel,
- UNDERSTAND how that terminology connects with the functionality and purpose of Excel,
- APPLY concepts on content presented to you on the tutorials and on examples that depend on KNOWING and UNDERSTAND the same concepts in a new context presented in an Excel workbook,
- ANALYZE alternative approaches and select the best solution for the problem presented,
- SYNTHESIZE and EVALUATE concepts and select a solution based on available criteria.

**The practice exam**<sup>4</sup> covers terms and concepts from the topic list.

Depending on your prior experiences with Excel, plan to commit 12-15 hours to review, comprehend, and apply your learning. Start by reviewing the topic list, determine how much of the topics prior courses have covered, set aside time to review based on your awareness of your strengths and weaknesses. Budget an hour and a half every other day over a period of at least a week so that you can remember all (or most) of the contents the following week, the following semester, the following year.

### Questions to ask yourself:

- How much do you remember from the Excel Topics list from prior coursework? Pull up your past syllabus or course materials and identify gaps in your knowledge and skills.
- Do you know how you learn best? Adjust your approach to learning for personal and academic growth. Complete a brief Multiple Intelligences Self-Assessment<sup>5</sup> to find out what your learning style is. Once you know what it is, choose your methods accordingly.
- How can you remember all the contents? Take notes as you read, watch multimedia content, or complete the practice assignments. You can attend Learning Strategies Counseling at Launch Tutoring<sup>6</sup> as needed. Download Learning Strategies Handouts to help with topics you may need, such as concentration, note-taking, memory, time-management, test-taking.

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<sup>1</sup> UBP Academic Advising, Excel Competency Exam Overview: <https://goo.gl/WzDyAr>

<sup>2</sup> Excel Topics: <https://goo.gl/CVUZ1y>

<sup>3</sup> Bloom's Taxonomy of the Cognitive Domain: <https://goo.gl/KVuzFZ>

<sup>4</sup> Excel Competency Exam Practice Test: <https://goo.gl/Gxjtw4>

<sup>5</sup> Multiple Intelligences Self-Assessment: <https://goo.gl/WEyGKr>

<sup>6</sup> UH Launch Tutoring: <http://ussc.uh.edu/lss/tutoring.aspx>

The following are examples of how questions align with contents of the Excel Topic page based on the description of learning objectives described above. As you review for the exam, note how each item corresponds with contents on the Excel Topic list.

**Topic 1, Question 1:**

The AutoAdd function adds up numbers in a column or row you specify.

- a) True
- b) False

Question Source: Topic 1 > Analyze and format in Excel > Quickly calculate with AutoSum > <https://goo.gl/JtDR97>

Task: The student differentiates between AutoSum and AutoAdd.

**Topic 2, Question 4:**

	A	B	C	D	E	F
1		Jan	Feb	Mar	Total	Average
2	Sales	120	160	210	490	245
3	Overhead	100	130	160	390	195
4	Profits	20	30	50	100	50

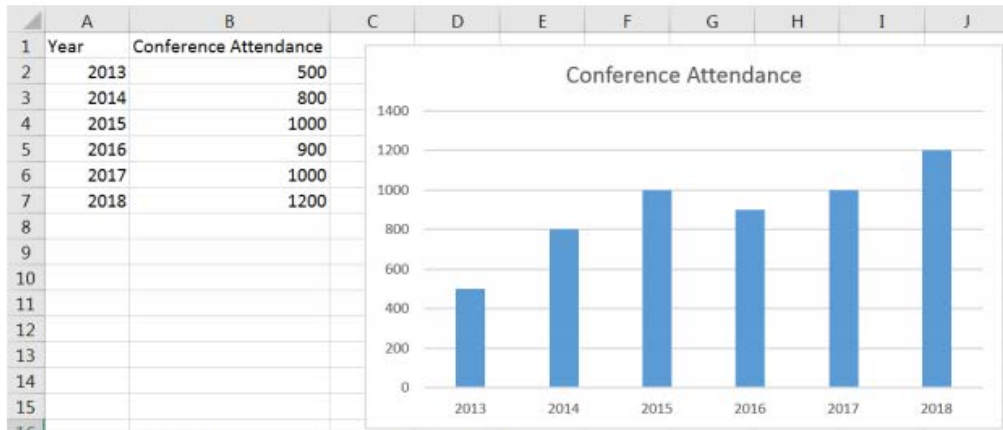
4. The best formula to calculate Profits for January is:

- a) =SUM(B2:B3)
- b) =B2-B3
- c) =B4-(B2+B3)
- d) =A4-(A2+A3)
- e) =SUBTRACT(B2:B3)

Question Source: Topic 2 > Add and edit data > <https://goo.gl/wfMHuU>

Task: The student applies knowledge of basic arithmetic operations in Excel.

**Topic 4, Question 11:**



11. Excel will reference the chart's data source above as:

- a) A1:B7
- b) \$A1:B7\$
- c) A\$1:\$B7
- d) \$A\$1:\$B\$7

Question Source: Topic 4 > Create Charts > <https://goo.gl/rfTJ2W>

Task: The student applies understanding of chart sources and cell references in Excel.

**Topic 6, Question 17:**

17. A reference that refers to the same cell or range on multiple sheets is called a(n) \_\_\_\_\_ reference.

- a) 3-D
- b) Clustered
- c) Indexed
- d) Pivotal

Question Source: Topic 6 > Create a 3-D reference to the same cell range on multiple worksheets > <https://goo.gl/B5XgnE>

Task: The identifies the correct definition from the available options.