

Results report

Excel 365-Beginner (FR)



Mr B Candidat

Group: Groupe principal
Score: 80/100
Test date: May 27, 2026

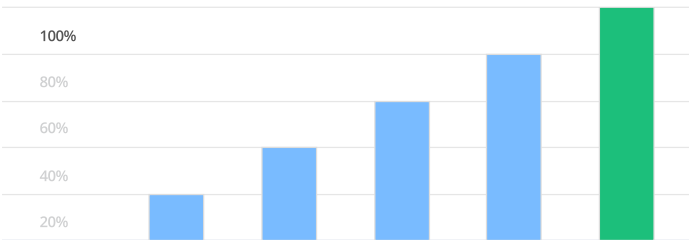


Score: 80/100

Skills Synthesis The candidate demonstrates strong foundational Excel competencies, achieving 80/100. They excel in basic functions (multiplication, division, addition, SUMME) and environment operations (file saving, sheet management, column hiding). The candidate shows solid formatting skills (text color, percentage conversion) and data manipulation abilities (sorting, chart selection). However, they struggle with advanced formatting concepts (conditional formatting, thousand separators) and moderately complex functions (DBMAX subtotals recognition). Overall, the candidate possesses reliable core Excel skills suitable for standard spreadsheet tasks.

1 Domains

Environment and Methods



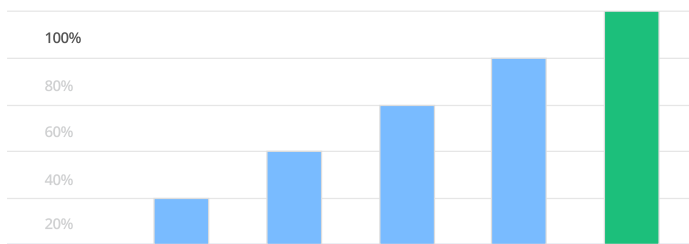
DOMAIN DESCRIPTION:

Questions in this domain cover the Excel software environment: window elements, ribbon customization, the Quick Access Toolbar, etc. It also includes questions related to saving and printing documents in Excel, workbook layout, and protecting documents.

AI ANALYSIS OF ANSWERS

The Environment and Methods domain covers Excel software fundamentals including window elements, ribbon customization, Quick Access Toolbar, document saving, printing, workbook layout, and document protection. The candidate achieved a perfect 100% success rate, demonstrating comprehensive mastery across all assessed areas. The candidate is able to enter time values correctly, select appropriate print areas, save workbooks properly, and manage worksheet operations including adding, moving, and naming sheets. Furthermore, the candidate can hide columns effectively and perform basic arithmetic operations. This exceptional performance indicates complete proficiency in Excel's foundational environment and operational methods.

Functions



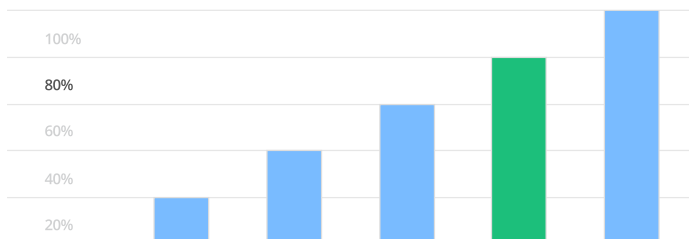
DOMAIN DESCRIPTION:

Questions in this domain cover formulas and functions. They vary from simple formulas (computing a sum, performing a simple test) to complex formulas (database functions, VLOOKUP, INDEX, etc.).

AI ANALYSIS OF ANSWERS

The Functions domain encompasses formulas and functions ranging from simple calculations to complex database and lookup operations. The candidate achieved an 83.33% success rate, demonstrating strong overall competency. The candidate is able to work with database functions like DBMAX, perform basic arithmetic operations including division and multiplication, and utilize the SOMME function effectively. However, the candidate was unable to recognize the display generated by the Subtotal tool, indicating a gap in understanding advanced data analysis features. Overall, the candidate demonstrates solid foundational and intermediate formula knowledge with minor limitations in specialized functions.

Formatting



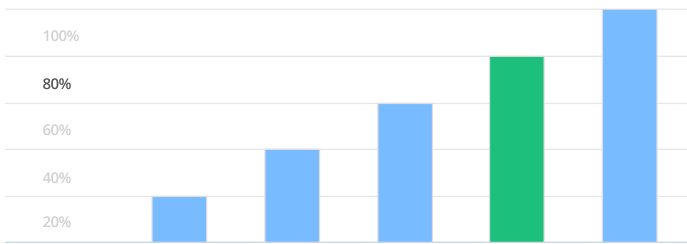
DOMAIN DESCRIPTION:

Questions in this domain cover cell formatting (alignment, font, styles), advanced number formatting (sorting, charts, advanced filters), and conditional formatting. Advanced-level questions and exercises also focus on data formatting.

AI ANALYSIS OF ANSWERS

The Formatting domain covers cell formatting including alignment and fonts, advanced number formatting, sorting, charts, filters, and conditional formatting. The candidate achieved 62.5% success rate, showing mixed competency. The candidate is able to enter time values, apply percentage formatting, change text colors, and manage worksheet sheets. However, the candidate was unable to modify font sizes, recognize conditional formatting applications, or use the thousands separator button. These gaps suggest the candidate understands basic formatting operations but struggles with more advanced formatting features and conditional formatting concepts, requiring further development in these specialized areas.

Data Manipulation



DOMAIN DESCRIPTION:

Questions in this domain cover formatting data in Excel (basic cell formatting, conditional formatting, dates, advanced numeric formats, etc.), charts, and pivot tables.

AI ANALYSIS OF ANSWERS

The Data Manipulation domain covers data formatting, charts, and pivot tables. The candidate achieved 71.43% success rate, demonstrating good overall capability. The candidate is able to recognize histogram charts, insert donut and pie charts, distinguish between appropriate chart types, understand database functions, and sort data effectively. However, the candidate was unable to recognize conditional formatting or understand the Subtotal tool's output display. The candidate shows strong competency in chart recognition and selection, along with basic data sorting skills. Weaknesses appear in advanced data analysis tools, particularly conditional formatting and subtotal functionality, which require additional practice.

2 List of questions

Question	Question ID	Libre	Temps écoulé	Score
1	XL365FR00557	Ajouter, déplacer et nommer une feuille Manip	29s	1/1
2	XL365FR00120	Insérer des graphiques en Anneau et en Secteurs	25s	1/1
3	XL365FR00143	Changer la couleur du texte	14s	1/1
4	XL365FR00235	Multiplier 2 valeurs	9s	1/1
5	XL365FR00084	Saisir une heure	9s	1/1
6	XL365FR00186	Formule / Faire une division	9s	1/1
7	XL365FR00558	Masquer des colonnes Manip	15s	1/1
8	XL365FR00256	Reconnaître l'affichage généré par l'outil "Sous-total"	11s	0/1
9	XL365FR00128	Choisir une zone d'impression	7s	1/1
10	XL365FR00180	Enregistrer un classeur	12s	1/1
11	XL365FR00009	Modifier la taille de la police	38s	0/1
12	XL365FR00136	Savoir quand utiliser un graphique "Histogramme" et "Barres empilées"	24s	1/1
13	XL365FR00570	Additionner deux valeurs	26s	1/1
14	XL365FR00190	Reconnaître la mise en forme conditionnelle	6s	0/1
15	XL365FR00440	Trier sur une colonne Manip	18s	1/1
16	XL365FR00191	Utiliser le bouton séparateurs de milliers	20s	0/1
17	XL365FR00184	Connaitre la fonction de base de données DBMAX	8s	1/1
18	XL365FR00119	Mettre sous forme de pourcentage	11s	1/1
19	XL365FR00436	Utiliser la fonction SOMME Manip	55s	1/1
20	XL365FR00001	Reconnaître un graphique "Histogramme"	9s	1/1

3 Other informations

Administrator comments

There is no administrator comment.

Candidate comments

The candidate has not left any comment.

Test protocol

No incident occurred during the test.

Exam protocol review comment

No comment for now