

1. Go to https://www.testdome.com/tests/microsoft-excel-test/132.

2. Click on "Take a Practice Test".

3. Click checkbox for " I have read all of the above and I agree with the <u>terms of use</u> and the <u>privacy policy</u>."

4. Click "Start the Test".

5. Read instructions.

6. Download Template File. (It will download to your Downloads folder.) DO NOT CLOSE THE WEBPAGE.

Your task is to download the file 'TaxInclusive-RawData.xlsx' file and execute the request. When you have completed your work, save it in .xlsx format, then upload that file for evaluation.

8. When finished with first question, upload the template file for grading.

9. After file is graded, you will be prompted to move to the next question.

10. Read and follow instructions for 2nd question.

11. Proceed for question 2 and question 3 in the same manner you processed for question 1.

12. When finished, the site will tell you the score.

13. Send the score to me at <u>maryann.watson.excel@gmail.com</u>. You are striving for 70% or higher.