



Vos compétences. Votre différence.

TOSA SKILLS FRAMEWORK

FOR EXCEL 365

SAMPLE

www.tosa.org

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SAMPLE

Introduction to TOSA skill framework

For TOSA assessment and certification

TOSA (Test on Software Applications)

The TOSA® assessments and certifications will determine and validate a candidate's proficiency and skill level in software applications used in a professional environment. The TOSA Assessments are designed to validate the professional Office software skills of individuals (students, trainees, employees or jobseekers) in supporting their employment, professional or academic objectives.

TOSA® Assessments employ the Adaptive Testing methodology, which creates a personalized testing experience adapted to a candidate's skill level for a selected software application. The score is based on the Item Response Theory using a 3-parameter logistic model, similar to the GMAT scoring method. Adaptive-based testing selects questions that challenge candidates to the limit of their knowledge and abilities.

TOSA Skills Framework Objective

This TOSA framework provides an overview of the subject areas being assessed during the TOSA Assessment and Certification exams. The TOSA validates candidate proficiency in the most popular professional Office software programs using a score on a scale from 0-1000 for the Certification Assessment, and a score divided into 5 levels from "Beginner" to "Expert" for the Diagnostic Assessment.

The objective of this document is to present an overview of the technical skills associated with each of the 4 main Microsoft Excel domains within each proficiency level. This information will also support educators and trainers in tailoring their training program to achieve desired proficiency levels.

Unique TOSA Scoring

The TOSA assessments and certifications are based on a unique score, divided into 5 levels.

- ranging from 1 to 1000 for the certification.
- divided into five levels, from Initial to Expert for assessment.

TOSA® levels	Corresponding TOSA® score
Expert	876 - 1000
Advanced	726 – 875
Productive	551 – 725
Basic	351 – 550
Beginner	1 – 350

Excel domains and subdomains

Methods	<ul style="list-style-type: none">◆ Knowing the software environment and using the main functions◆ Using editing tools◆ Organizing workbooks / worksheets / tables
Functions	<ul style="list-style-type: none">◆ Handling formulas◆ Using calculation functions in formulas◆ Identifying and inserting database calculation functions
Data manipulation	<ul style="list-style-type: none">◆ Creating and handling graphs◆ Creating and editing pivot tables◆ Using data management features
Formatting	<ul style="list-style-type: none">◆ Applying and handling conditional formatting◆ Creating, and editing digital formats◆ Formatting data in a workbook (formulas, texts and graphs)