



80% of US K-12 students have used Google's applications at least once. Tosa Google Sheets certification can help you ensure they are proficient in all Google Sheets functionalities.

Proficiency Level by Career:

- **Initial:** the candidate is not able to use the software in a professional environment.
- **Basic:** secretary, sales representative.
- **Productive:** sales manager, human resources manager.
- **Advanced:** accountant, auditor.
- **Expert:** financial analyst, Google Sheets trainer.

Assessment

25 questions 40 minutes

Certification

35 questions 60 minutes

In-app questions ¹

Adaptive testing



Skill Domains:

Environnement
and method

- Knowing the software environment and using the main functions
- Using editing tools
- Organizing spreadsheet/worksheets/tables

Functions

- Handling formulas
- Using calculation functions in formulas
- Identifying and inserting database calculation functions

Data
manipulation

- Creating and handling graphs
- Creating and editing pivot tables
- Using data management features

Formatting

- Applying and handling conditional formatting
- Creating and editing digital formats
- Formatting data in spreadsheets (formulas, texts, and graphs)

Expertise Report:

Comprehensive and easy-to-interpret skills reports are generated at the end of each assessment test. They help you:

- identify candidates' skills at a glance.
- adapt your programs to their training needs.
- measure the effectiveness of your programs.
- obtain group reports or progress reports.

Languages and Versions:

English2026

Spanish

French

For additional information, please contact sales@isograd.com

* see reverse

Why certify with Tosa?

It is essential to make a difference in the job market. **Tosa certifications enable candidates to measure and attest to their digital skills.** Tosa certifications deliver a score out of 1,000 for candidates to put on their resume or on their professional networks.

According to our certified candidates, the Tosa certification:

- ✚ Gives them more confidence in their skills (86%)
- ✚ Adds value on their CV (76%)

Understanding the Tosa score

The Tosa certification is based on a single score scale, available in five levels:

Level	Scores	Description
Expert	876 – 1000	Candidates have a comprehensive knowledge of the subject being assessed. Their productivity in its use is optimal.
Advanced	726 – 875	Candidates have a very good command of the subject evaluated. Their productivity is excellent.
Productive	551 – 725	Candidates are autonomous on the current operations they encounter in their professional environment.
Basic	351 – 550	Candidates have sufficient knowledge to perform simple tasks.
Initial	1 – 350	Candidates have notions on the subject evaluated to understand its use in a given context.

What is an in-app question?

Beyond traditional MCQs, our tests offer the candidate practical exercises (or in-app questions) directly in the development environment or software.

- ✚ **Online in-app question:** a software window opens directly in the test environment. Candidates *do not* need to have the software installed on their computers.
- ✚ **Desktop in-app question:** to respond to the exercise, candidates must download the answer file and *open it in the software that must be installed on their computer*. Then, the candidate must submit the file on the Tosa platform.
- ✚ **Web in-app question:** candidates have a connection link to the software in its web version with login credentials. They must click on the link that opens a new tab, log in, and answer the question.

What is adaptive testing?

Our technology adapts the test's difficulty to the candidate's answers. The more difficult the questions asked, the higher the candidate's proficiency level.