



Your skills. Your advantage.

Tosa Microsoft Excel 365

Exam Blueprint

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Introduction to the Tosa[®] Exam Blueprint

For Tosa[®] Assessment and Certification

Tosa® (Test on Software Applications)

Tosa® assessments and certifications are designed to determine a candidate's proficiency level by evaluating their skills in office software and digital tools commonly used in a professional or educational environment.

These tests are specifically developed to validate the professional competencies of candidates looking to enhance their employability (employees, students, job seekers, and individuals undergoing career transitions).

Tosa® assessments and certifications are adaptive tests, developed using scientific methodologies. The scoring is based on Item Response Theory (IRT). The test algorithm adapts to each candidate's response in real time, adjusting the difficulty level of subsequent questions until it precisely determines the candidate's skill level by calculating the upper limit of their competencies. As a result, the tests provide a detailed and unique diagnosis of each candidate's abilities.

The rigor and reliability of Tosa® tests stem from the combination of a mathematical model for analyzing question difficulty and the relevance of the questions selected for each candidate (IRT).

Tosa® Exam Blueprint Objective

This exam blueprint outlines all the skills assessed within the domains and sub-domains of the Tosa® assessment and certification tests for Microsoft Excel 365.

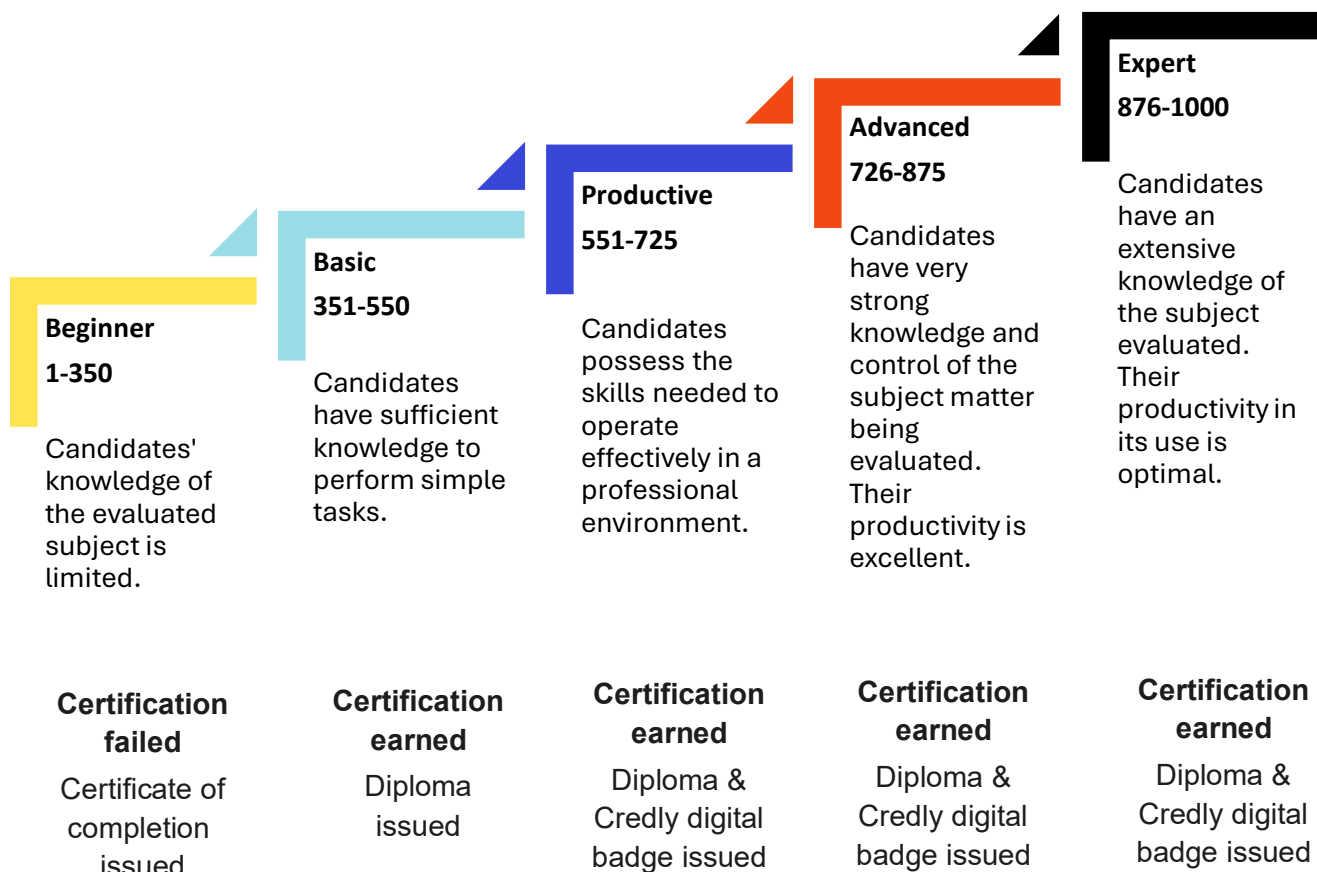
Tosa® assessment and certification solutions are designed to determine learners' proficiency levels using a single scoring scale—ranging from 0 to 1000 for certification—and divided into five levels, from “Beginner” to “Expert,” for the assessment.

The purpose of this framework is to specify the technical knowledge expected at each level and within each of the four main skill categories of Microsoft Excel 365. It is intended to help identify the most appropriate teaching or training programs to match a learner's target score.

Unique Tosa® Scoring

The Tosa® assessments and certifications are based on a unique score, divided into five levels.

- Ranging from 1 to 1000 for the certification.
- Divided into five levels, from Beginner to Expert, for the assessment.



About the Tosa® Microsoft Excel 365 certification

The Tosa Microsoft Excel 365 Certification relies on a database of more than 250 questions. It is composed of 35 questions from the question database and lasts for 1 hour. The algorithm adapts to each of the candidate's answers to adjust the difficulty level of the questions until reaching the candidate's skill limit. This ensures a precise and accurate result.

Since the test is adaptive, the series of questions that a candidate gets is unique for each test. This algorithm allows for a more accurate evaluation of the candidate's level. It also limits cheating and the memorization of questions on different passages.

Our platform allows individuals to take the certification in a classroom setting, an approved testing center, or remotely via our integrated asynchronous online proctoring solutions.

Our remote proctoring solutions provide added flexibility for both the administrator and the candidate, allowing the certification exam to be taken anywhere, at any time. The candidate only needs an internet connection and a computer equipped with a working webcam and microphone.

Candidates receive a numeric score out of 1000 points. This score corresponds to one of five proficiency levels. Candidates who score between 1 and 350 points do not earn the certification. They receive a certificate of completion in lieu of a diploma. Candidates who score 351 points or above earn the certification and will receive a diploma by email within five business days. If a candidate scores 551 points or above, they will also be eligible to receive a digital Credly badge.

There are no prerequisites to be eligible to take the exam, but to ensure a candidate is well prepared on exam day, we suggest they:

- Take at least one Tosa Microsoft Excel 365 adaptive assessment to estimate their level and get familiar with the test format
- Use the free practice tests on our website for training
- Follow an e-learning or training course (average duration per level is between 10 and 15 hours per certification, so around 150 hours total)

Tosa certification diplomas are valid for three years from the date of issue. This three-year period has been set to ensure that our certifications are consistently accurate and relevant, taking into account software version updates as well as the natural evolution of a candidate's skills over time. Limiting the certification period also reflects the need for life-long learning and continual professional development.

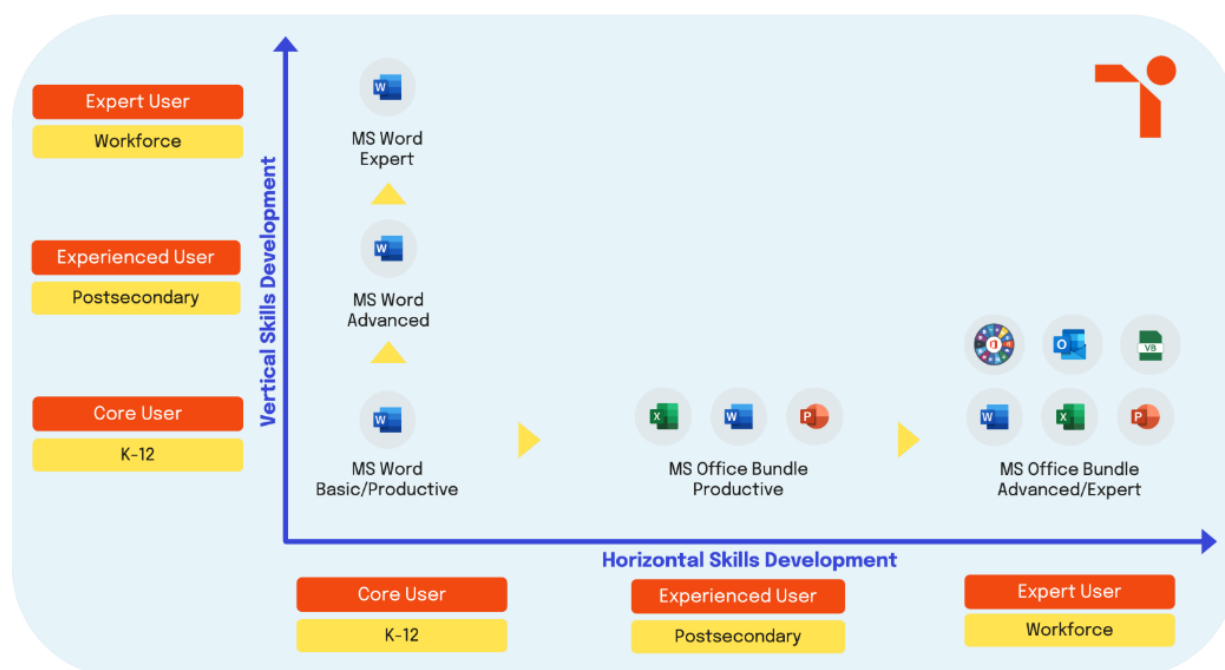
Tosa certifications can be retaken when they expire. Earners willing to improve their score and proficiency level can retake the exam at any time.

Tosa Sequence for Progressive Skills Development

Students and professionals can tailor their certification journey with Tosa, demonstrating their expertise in ways that align with their unique needs and goals.

With the **Tosa Microsoft Excel Certification**, starting at a basic level, users can progress **vertically**, advancing to productive, advanced, and expert levels as their skills grow. This clear path encourages continuous improvement and validates each stage of their development. Tosa's structure makes it easy to track progress and showcase evolving expertise.

With the **Tosa Microsoft Office Bundle Certification**, users can expand their skill set **horizontally** across Microsoft applications, mastering interconnected applications that touch on a broader range of competencies. This flexible approach empowers individuals to develop both depth and breadth in their skillset, enhancing career prospects and workplace versatility.

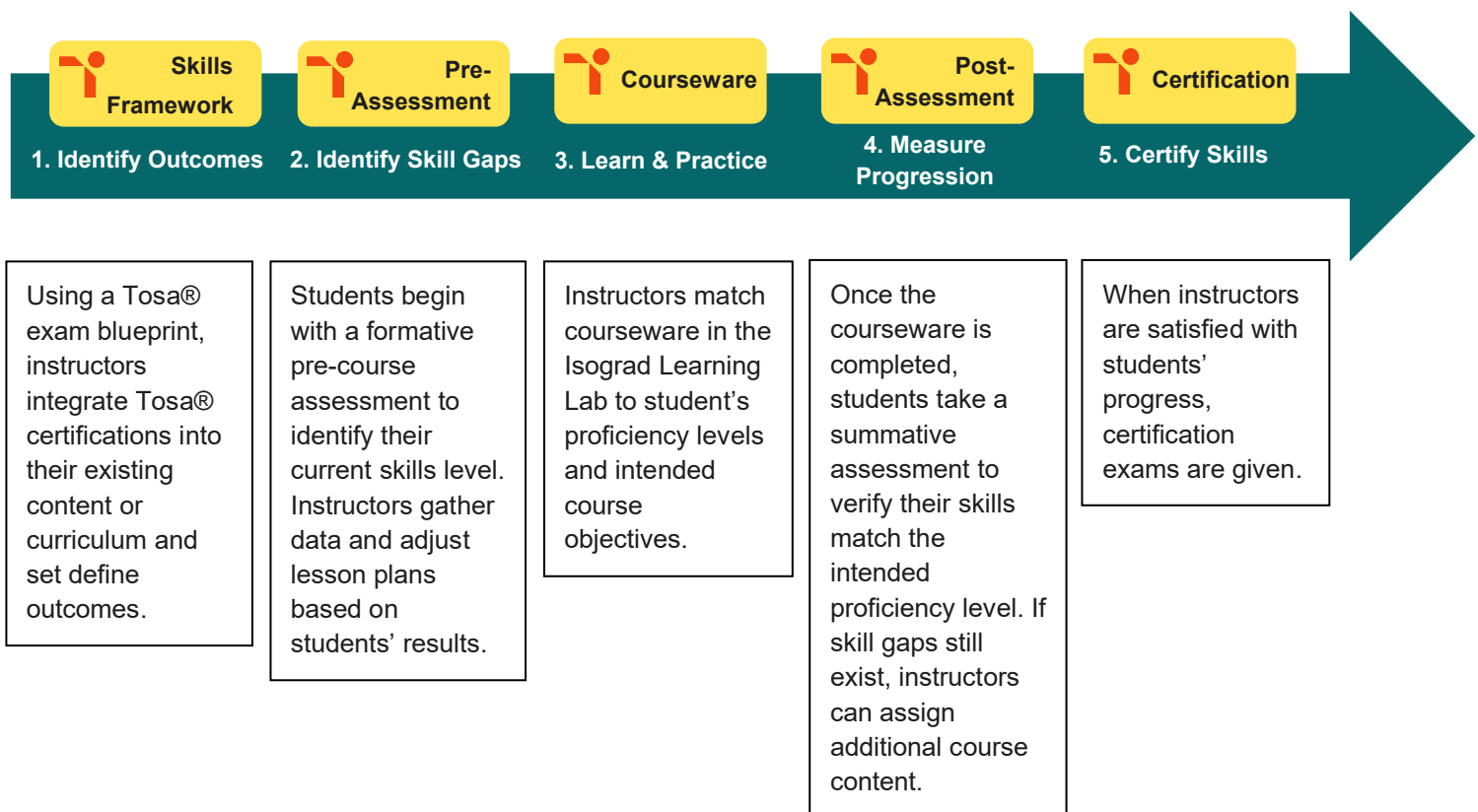


Isograd Learning Lab

The Isograd Learning Lab is a multifaceted and adaptable courseware solution designed to help learners prepare for Tosa certification exams. It offers personalized, self-paced, and fully interactive learning experiences, equipping candidates with the essential digital skills that employers seek. These skills span a wide and varied range, applicable to learners just starting their career journey to those wishing to advance on their path.

The browser-based platform supports all learning styles with a wide array of features, including in-application exercises. These in-application capabilities allow learners to experience real-world examples of specific tasks within a given software environment. The lab includes inclusive learning resources, along with extension activities and project-based learning challenges that foster creativity and critical thinking.

All course content on the Isograd Learning Lab is aligned to a Tosa exam blueprint, which is the foundation of any Tosa certification exam. By aligning course content to an exam blueprint, learners will be prepared to take the exam once they complete the courseware.



Tosa® Microsoft Excel 365 Level Descriptions

At each level, candidates can:

Beginner

- Show initial understanding of Excel's fundamental functions and environment.
- Enter and organize data in a spreadsheet, performing simple manipulations, and recognizing core formatting options.
- Perform basic operations, such as adjusting column widths or sorting data without advanced criteria, but may need guidance or a given framework.

Basic

- Demonstrate understanding of Excel's essential functions, such as creating simple spreadsheets to organize and analyze simple data.
- Use basic formulas and functions (e.g. SUM, AVERAGE).
- Sort and filter data, and apply simple formatting.
- Perform routine tasks independently in a non-complex context.

Productive

- Master Excel's intermediate functions, including conditional formulas, simple charts, and pivot tables.
- Structure and analyze data in greater depth to meet day-to-day business needs.

Advanced

- Efficiently handle and analyze large data sets.
- Master advanced functions, simulation tools (e.g. Scenario Manager) and macros to automate repetitive tasks.
- Design complex pivot tables and create professional reports.
- Solve complex technical problems and assist other users in their work with Excel.

Expert

- Demonstrate mastery of all Excel functionalities, considering industry best practices.
- Design and implement complex solutions for strategic projects, such as financial models, automated dashboards, or advanced VBA macros.
- Ensure data quality and integrity and provide key technical expertise to an organization.

Business Applications

Achievement of Beginner score defines little or limited knowledge of the Excel application, including the application's basic functions and features, highlighting the inability to use the application in a professional environment.

For a data entry specialist or office assistant, skills at this level enable a candidate to manage Excel workbooks: open and review spreadsheets, enter and edit data accurately, and apply basic formatting for readability and consistency.

For an executive assistant, HR coordinator, or administrative professional, these skills enable a candidate to create, organize, proofread, and professionally format Excel workbooks; insert and customize tables, charts, and other visual data elements; and prepare the final version for saving, printing, or sharing with colleagues or clients.

For a financial analyst, project coordinator, executive assistant, or office manager, these skills enable a candidate to build, enhance, and structure a spreadsheet such as a financial report or project tracker; manage graphic elements like charts, shapes, or sparklines; and export or share the file in the appropriate format.

For an executive assistant, office manager, HR manager, financial planner, or other office-based professional, these skills enable a candidate to customize the Excel environment, organize and present complex data, produce tailored spreadsheets for specific audiences, and manage advanced visual elements such as charts, conditional formatting, and custom layouts.

Domain 1: Environment and Methods

Sub-domain 1: Recognizing and using editing tools

Covers: Mastering Excel's editing tools, including cut, copy, paste, text and cell formatting, auto-completion, and semi-automatic input functions to efficiently structure data and optimize spreadsheet productivity.

Beginner

- Demonstrate a foundational understanding of Excel's interface and locate cells, rows, and columns.
- Enter simple data (text and numbers) in a worksheet.
- Use basic commands to select cells and delete content.
- Explore initial formatting options without applying them systematically.

Basic

- Use cut, copy, and paste tools to efficiently manage data in simple spreadsheets.
- Apply simple cell formats such as font change, font size, and fill color.
- Use auto-completion functions to fill data series based on simple templates.

Productive

- Master keyboard shortcuts for cutting, copying, and pasting to speed up workflow.
- Apply advanced text formats to highlight key information, structure data, and facilitate interpretation.
- Use auto-completion functions to generate complex data series and simple formulas.

Advanced

- Customize editing tools for specific needs, such as cutting with binding or special pasting.
- Create custom cell formats and use cell styles for consistent formatting.
- Employ advanced auto-completion functions to generate data series based on complex criteria.

Expert

- Develop customized solutions for efficient data editing using scripts and macros.
- Create predefined formatting templates for consistent application across multiple spreadsheets.
- Integrate advanced auto-completion features with automated workflows for efficient data entry.

Sub-domain 2: Navigating the main functions of the software environment

Covers: Demonstrating an understanding of the Excel environment by effectively navigating its interface and employing advanced features such as the toolbar, drop-down menus, and keyboard shortcuts to ensure fast, accurate data management in projects linked to analysis, reporting, and decision-making.

Beginner

- Identify the ribbon without clearly distinguishing the role of the tabs.
- Identify some common icons without fully understanding their purpose.
- Use the mouse to explore the interface without looking for specific tools.
- Open a drop-down menu without necessarily selecting an appropriate option.

Basic

- Identify tabs on a ribbon to quickly access appropriate tools and features, optimizing efficiency in completing tasks on the software.
- Navigate the application interface efficiently, using drop-down menus to quickly access different functions.

Productive

- Customize ribbon tabs to group used tools and simplify access to functions.
- Efficiently use keyboard shortcuts to quickly access frequently used functions.
- Employ Excel-specific features such as comments and notifications for effective collaboration.
- Automatically synchronize spreadsheets with OneDrive for easy data backup and access.

Advanced

- Apply compatibility rules between different document versions.
- Master the Navigation pane to quickly access sections of a file and efficiently organize data.
- Customize the interface to adapt the working environment to your specific needs and preferences.
- Customize keyboard shortcuts to speed up the execution of common tasks, optimizing workflow and software performance.

Expert

- Import external data (files, web, etc.) to centralize information from different sources for efficient analysis.
- Display connections to external data to manage and update sources, ensuring accurate analysis and reporting.
- Create, manage, and run scripts to automate tasks, customize processes, and optimize data processing.

Sub-domain 3: Organizing workbooks, sheets, and tables

Covers: Organization and structure of workbooks, sheets, and tables in Excel. Creating spreadsheets, effectively managing workbooks, and applying formatting techniques such as color, borders, and styles to present data clearly, consistently, and professionally.

Beginner

- Add a new worksheet without renaming or moving it.
- Enter simple data into a worksheet without organizing its layout.
- Scroll through a worksheet without using the freeze panes options.
- Print a workbook using default settings, without adjusting the layout.
- Open and close a workbook without modifying its saving parameters.

Basic

- Create panes to facilitate reading and navigation of large spreadsheets, keeping key headers or columns visible when scrolling.
- Modify a print area to optimize printed data and ensure a professional layout.
- Explore basic management functions to open, close and save workbooks.

Productive

- Move and duplicate worksheets to reorganize, compare, or reuse data and layouts.
- Create spreadsheets with multiple tabs to organize data.
- Manage workbooks by renaming, moving, and duplicating them as required.
- Apply formatting such as background color and borders to structure data, highlight key information, and improve readability.

Advanced

- Protect a spreadsheet or workbook to restrict modifications, guarantee data integrity, and preserve structure.
- Organizes data with sorting and filtering to effectively analyze, identify trends, and facilitate decision-making.
- Use advanced functions to create professional layouts, structure data, and secure information
- Apply predefined styles to standardize formatting across workbooks.

Expert

- Create customized workbook templates with a predefined structure for specific data types.
- Manage workbooks optimally, using advanced tools such as versioning and change tracking to facilitate collaboration, keep track of changes, and ensure data integrity and accessibility.

Sub-domain 4: Recognizing and customizing display modes

Covers: Customizing Excel's various display modes by adjusting parameters such as zoom, margins, headers and footnotes, as well as grid and scroll bar display options to optimize the readability and ergonomics of spreadsheets in a professional presentation or sharing context.

Beginner

- Navigate spreadsheets without changing display modes.
- Use standard display without hiding or showing grid lines.
- Locate basic display elements such as the zoom bar and scrollbars.
- Change zoom level using default controls without fine-tuning.

Basic

- Display or hides grids and grid lines to adapt the display of spreadsheets and enhance their presentation.
- Use different display modes such as Normal View, Page View and Read-Only View to view data as required.
- Customize zoom to adjust display size according to data density.

Productive

- Customize advanced display parameters such as margins and headers/footers for page layout.
- Modify display options for grids and grid lines to enhance data legibility.
- Use specific display modes for efficient data organization.

Advanced

- Create customized page layouts by adjusting margins and adding headers or footnotes to produce professional documents and improve their legibility in print.
- Modify advanced display options to optimize the user experience when analyzing data.

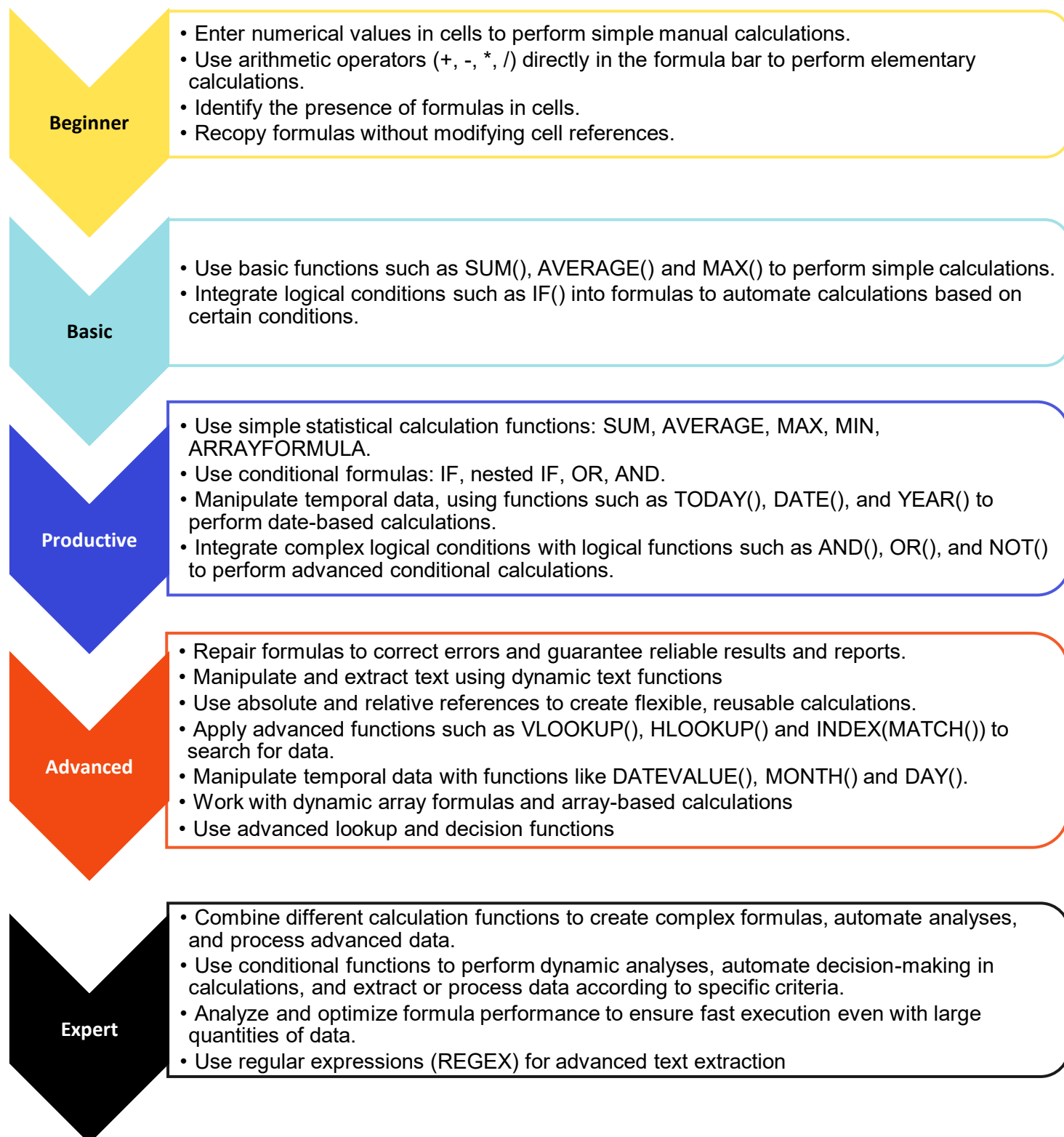
Expert

- Develop customized solutions with scripts to automate complex presentations, adapt data display to specific needs, and facilitate user interpretation.
- Create workbook templates with predefined display parameters for specific business needs.
- Integrate advanced display functionalities with external systems for improved data management.

Domain 2: Functions

Sub-domain 1: Using calculation functions in formulas

Covers: Using calculation functions in Excel formulas, applying arithmetic operations, logical conditions, cell references, and functions associated with time-based data to automate calculations. Optimizing data processing and responding effectively to analysis needs.



Sub-domain 2: Employing calculation functions specific to database management

Covers: Employing calculation functions specific to database management in Excel, such as functions for handling and analyzing large datasets, lookup functions like INDEX and MATCH, as well as managing cross-references between sheets and workbooks in order to structure, analyze, and extract relevant information for strategic decision-making.

Beginner

- Understand SUM() and COUNT() functions to perform simple calculations on small ranges of data.
- Use VLOOKUP() to search for values in a given column of a spreadsheet.
- Understand the structure of tables and understand how to sort or filter data without using complex formulas.
- Manipulate cell references to perform basic calculations and explore the differences between absolute and relative references.

Basic

- Use database functions such as SUM(), AVERAGE(), and COUNT() to perform simple calculations on data.
- Use basic search functions such as VLOOKUP() to access data in spreadsheets.

Productive

- Use aggregation functions such as SUM(), AVERAGE(), or COUNTA() to synthesize data and calculate key indicators for global analysis.
- Use advanced functions such as QUERY() to extract and analyze data from large quantities of data.
- Master search functions such as INDEX() and MATCH() to efficiently access data in databases.

Advanced

- Use ROUND and INT to adjust numerical values.
- Apply INDEX and MATCH to extract data and perform advanced analysis.
- Modify text with LEFT, RIGHT, MID, EXACT, REPLACE, and REPT.
- Automate date calculations with TODAY, DAY, MONTH, and EDATE.
- Analyze data with COUNTIF to count occurrences.
- Use RAND to simulate scenarios or generate datasets.
- Use advanced lookup and decision functions

Expert

- Use INDEX, MATCH, and OFFSET to create cross-references, manipulate dynamic data, and design advanced analyses.
- Apply PMT, NPV, and RATE to evaluate cash flows and calculate repayments.
- Leverage NETWORKDAYS, WORKDAY, and DATEDIF to calculate intervals, manage due dates, and automate schedules.
- Master the function library to solve complex cases, automate tasks, and create customized solutions.

Sub-domain 3: Managing formulas

Covers: Designing, managing, and organizing complex formulas in Excel by combining several functions. Mastering the use of relative and absolute references. Structuring formulas in a clear and coherent way to automate advanced calculations and guarantee the reliability of analyses.

Beginner

- Discover the impact of deleting a row or column on a formula and begin to understand its effect on calculations.
- Demonstrate basic understanding of identifying common errors (#NAME?, #DIV/0!, #####) to detect early issues in formulas.
- Learn to create basic formulas by inserting a single function to perform simple calculations.
- Explore the use of relative cell references to automate calculations across a data range.

Basic

- Determine the impact of deleting a row or column on a formula to prevent errors and maintain data integrity.
- Identify calculation errors such as #NAME?, #DIV/0!, and ##### to quickly diagnose and fix issues in formulas.
- Create simple formulas using a single function to perform basic calculations.
- Use relative cell references in formulas to carry out simple calculations.

Productive

- Use absolute cell references to lock specific cells in formulas.
- Organize formulas to improve readability, support collaboration, and simplify maintenance or updates.

Advanced

- Use database functions such as DCOUNT, DSUM, and COUNTIFS to extract, analyze, and summarize data based on specific criteria.
- Use subtotals, SUBTOTAL, and SUMPRODUCT to perform dynamic calculations and analyze segmented data.
- Use LEFT, RIGHT, and MID functions to extract or modify portions of text, helping clean or analyze data.
- Document formulas with comments to explain their function and purpose.
- Optimize formulas using LET and named variables
- Analyze and interpret formula results
- Use additional Excel 365 features and controls

Expert

- Master formula debugging to correct errors and ensure reliable results.
- Develop advanced formulas by combining functions, logical operators, and control structures to automate analysis and solve business problems.
- Use named ranges and defined names to improve readability and maintainability.
- Create reusable templates to automate recurring tasks and optimize work efficiency.
- Combine LAMBDA with iterative and dynamic calculations
- Perform iterative calculations using SCAN and REDUCE
- Create and reuse custom functions with LAMBDA

Domain 3: Formatting

Sub-domain 1: Creating, applying, and modifying numerical formats

Covers: Creating, using, and modifying numerical formats in Excel by customizing the appearance of data (color, bold, italics, frames), applying predefined styles for quick and consistent formatting, and manipulating specific formats such as percentages, dates, and currencies to present data in a professional and comprehensible way.

Beginner

- Identify different types of data (text, number, date) in a spreadsheet.
- Apply simple formatting (bold, italic, alignment) to cells without using predefined styles.
- Manually change cell background or text color.

Basic

- Apply predefined styles to cells for rapid formatting.
- Manipulate basic numerical formats such as percentages to present data in a clear, standardized way.

Productive

- Efficiently use formatting tools to modify the appearance of data in cells as required.
- Apply various predefined styles to ensure consistent formatting across spreadsheets.
- Manipulate common numeric formats such as percentages, dates, and currencies to apply specific conventions to each type of data.

Advanced

- Customize numerical formats to meet specific needs, for example by adjusting decimal precision.
- Use tables to organize data in a structured way, and perform more advanced operations such as sorting and filtering.
- Apply custom styles for advanced cell formatting, including the definition of conditional formats.

Expert

- Create customized numerical formats to meet specific requirements or to display data in a more visually appealing way.
- Expertly use tables to manage and analyze large data sets, including the use of structured formulas.
- Create complex custom styles for advanced, consistent formatting of data throughout the spreadsheet.

Sub-domain 2: Formatting workbook data

Covers: Formatting data in an Excel workbook, including formulas, text, and graphics. Applying advanced styles, numeric formats, conditional formatting, as well as using tables, themes, and graphic objects to make data visually appealing and easy to interpret for analysis and presentation.

Beginner

- Identify the key elements of an Excel workbook, such as cells, rows, columns, simple formulas, and basic graphics.
- Apply simple formatting such as font size or color, text alignment or background color, without using predefined styles.
- Insert basic graphics without customization.
- Demonstrate basic understanding of the impact of formatting on legibility, without yet applying it systematically.

Basic

- Apply basic cell styles and standard numeric formats to data in the workbook to standardize presentation, improve legibility, and ensure that data meets the visual and functional standards expected in a professional context.
- Use conditional formatting to highlight certain values in data.

Productive

- Efficiently use advanced cell styles and numeric formats to format data in a personalized way.
- Use conditional formatting to highlight trends or specific values in data in a more advanced way.
- Use tables to organize data in a structured way and apply themes to harmonize the look and feel of the workbook.

Advanced

- Create customized numerical formats to meet specific data presentation needs.
- Use advanced conditional formatting to create complex rules based on multiple criteria.
- Integrate graphical objects such as charts and diagrams to illustrate data more visually and explicitly.

Expert

- Develop advanced cell styles and numeric formats for consistent, professional formatting.
- Create complex conditional formatting rules for dynamic, automatic data analysis.
- Leverage tables to efficiently organize and analyze data, with advanced features such as filters and slicers.
- Integrate interactive graphic objects, such as dynamic graphs and maps, for powerful visualization.

Sub-domain 3: Applying and managing conditional formatting

Covers: Applying and managing conditional formatting in Excel using simple or formula-based rules, as well as mastering the creation, modification, and management of graphical objects to improve data interpretation and visual presentation in analysis and reporting contexts.

Beginner

- Experiment with the application of simple pre-existing conditional formatting rules to small datasets.
- Visually identify the effects generated by these rules.
- Insert simple tables without advanced customization.
- Insert an image or shape for purely visual or decorative purposes.

Basic

- Apply simple conditional formatting rules to highlight specific values in data.
- Apply the basics of tables to structure data, facilitate sorting and analysis, and exploit Excel's automated tools.
- Create and modify basic graphic objects, such as shapes and images, to illustrate data and enhance clarity of presentation.

Productive

- Use formula-based conditional formatting rules to meet specific data formatting needs.
- Perform simple table operations such as adding or deleting rows and columns.
- Create and manage different types of graphic objects such as simple charts and diagrams in the workbook.

Advanced

- Master conditional formatting with complex rules to analyze data and highlight trends based on multiple criteria.
- Use tables effectively to organize and analyze data, including the use of filters and sorts.
- Create and customize advanced graphical objects, such as interactive charts and maps, to visualize data in detail and facilitate interpretation.

Expert

- Develop conditional formatting rules with complex formulas to automate data analysis and dynamically highlight key information.
- Use advanced table features, such as pivot tables, for in-depth, interactive data analysis.
- Create and manage graphical objects with advanced customization techniques to adapt data presentation to specific needs.

Domain 4: Data Manipulation

Sub-domain 1: Employing data management tools

Covers: Using data management tools in Excel by importing, exporting, and manipulating data from a variety of sources. Cleansing and formatting data to make it usable, and applying filters, sorting, and search functions to effectively analyze information.

Beginner

- Open and browse a simple data file in Excel.
- Demonstrate basic understanding of sorting on a single column.
- Apply a basic automatic filter, but without customizing the criteria.
- Try to spot visual errors in data (empty cells, obvious duplicates).
- Explore cell format options without mastery.

Basic

- Perform automatic sorting to reorganize data according to specific criteria and facilitate analysis.
- Arrange data in ascending, descending, alphabetical, or reverse order to organize information and identify trends.
- Categorizes textual data to improve searchability and readability.
- Clean up data by removing duplicates and correcting formats to ensure quality and consistency.

Productive

- Import and export data from various sources, such as online databases or text files, to centralize information, analyze it, and share it with other tools.
- Use advanced filters and sorting to extract precise information, analyze data in depth, and identify trends

Advanced

- Efficiently handle data with advanced tools, such as structured formulas and database functions, to organize, filter, and analyze large volumes of information.
- Apply advanced search functions to extract specific information from large quantities of data.
- Use automated data cleansing techniques to save time and guarantee data quality.

Expert

- Implement automated cleansing and formatting processes to standardize data, eliminate errors, and ensure consistency and quality for analysis.
- Use advanced management tools to transform imported data into detailed reports and complex analyses, revealing relevant insights.

Sub-domain 2: Creating and managing graphics

Covers: Creating and managing charts in Excel, customizing their appearance (colors, labels, axes) and automatically updating them when the underlying data changes to facilitate visual analysis and presentation of results.

Beginner

- Insert an automatic default graph from a simple dataset (little or no modification to the appearance of the graph: leaves colors, axes and titles automatically generated).
- Does not yet make the link between source data selection and the relevance of the chosen graph type.

Basic

- Create basic graphs, such as bar or pie charts, to illustrate comparisons, breakdowns, and reinforce the impact of reports.

Productive

- Create different types of graphs, including scatter graphs, to illustrate different relationships between data.
- Customize the appearance of graphs by modifying colors, labels, and axes to improve readability.
- Manually update graphs when underlying data changes to ensure accuracy and relevance of visualizations.

Advanced

- Efficiently create and manage a variety of graphs to represent different aspects of data.
- Customize charts with advanced options, such as transparency and legends, to enhance their legibility and visual impact, and meet professional requirements.
- Use advanced features to automatically update charts in response to changes in the underlying data.

Expert

- Master the creation of complex, interactive graphics, such as dynamic charts and bubble charts.
- Advanced chart customization using techniques such as annotations and multiple data series.
- Use advanced techniques to automate real-time chart updates, ensuring accurate visualizations and simplifying report maintenance.

Sub-domain 3: Creating and managing pivot tables

Covers: Creating and managing pivot tables in Excel by adding, deleting, and reorganizing data fields. Using filters and sorts to analyze and synthesize large quantities of information to produce accurate, detailed reports for performance analysis, project tracking, or budget forecasting.

Beginner

- Discover the PivotTable tool and sometimes insert it from the Ribbon, without understanding its real purpose or use.
- Delete a pivot table or change its size intuitively, without managing updating.
- Have not yet mastered the difference between row, column, value, and filter in the configuration pane.

Basic

- Create basic pivot tables from simple data to effectively summarize, organize, and analyze information.
- Add and remove fields in pivot tables to adjust structure and tailor analyses to the indicators required.
- Use basic filters and sorts in pivot tables to analyze data.

Productive

- Create pivot tables to analyze complex data by crossing, filtering, and segmenting information.
- Use filters and sorts to explore and visualize data in greater depth in pivot tables.

Advanced

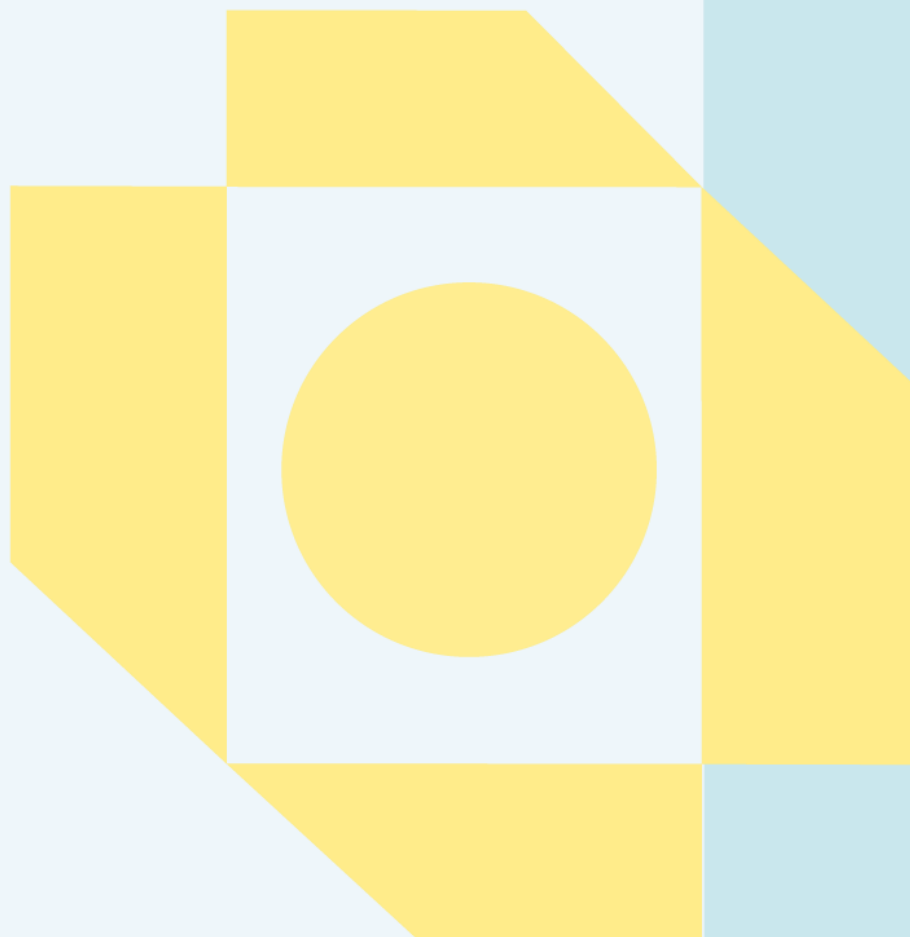
- Use advanced pivot table features, such as calculated fields and groupings, to perform customized analyses and generate detailed reports.
- Analyze data in depth using pivot tables to identify trends and patterns.

Expert

- Create complex pivot tables with advanced aggregations and calculations for in-depth data analysis.
- Customize pivot tables with data segments and linked tables to enhance interactivity, filter efficiently and create customized analyses.



Your skills. Your advantage.



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www.tosa.org