



Your skills. Your advantage.

Tosa Google Docs

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 Google Docs.

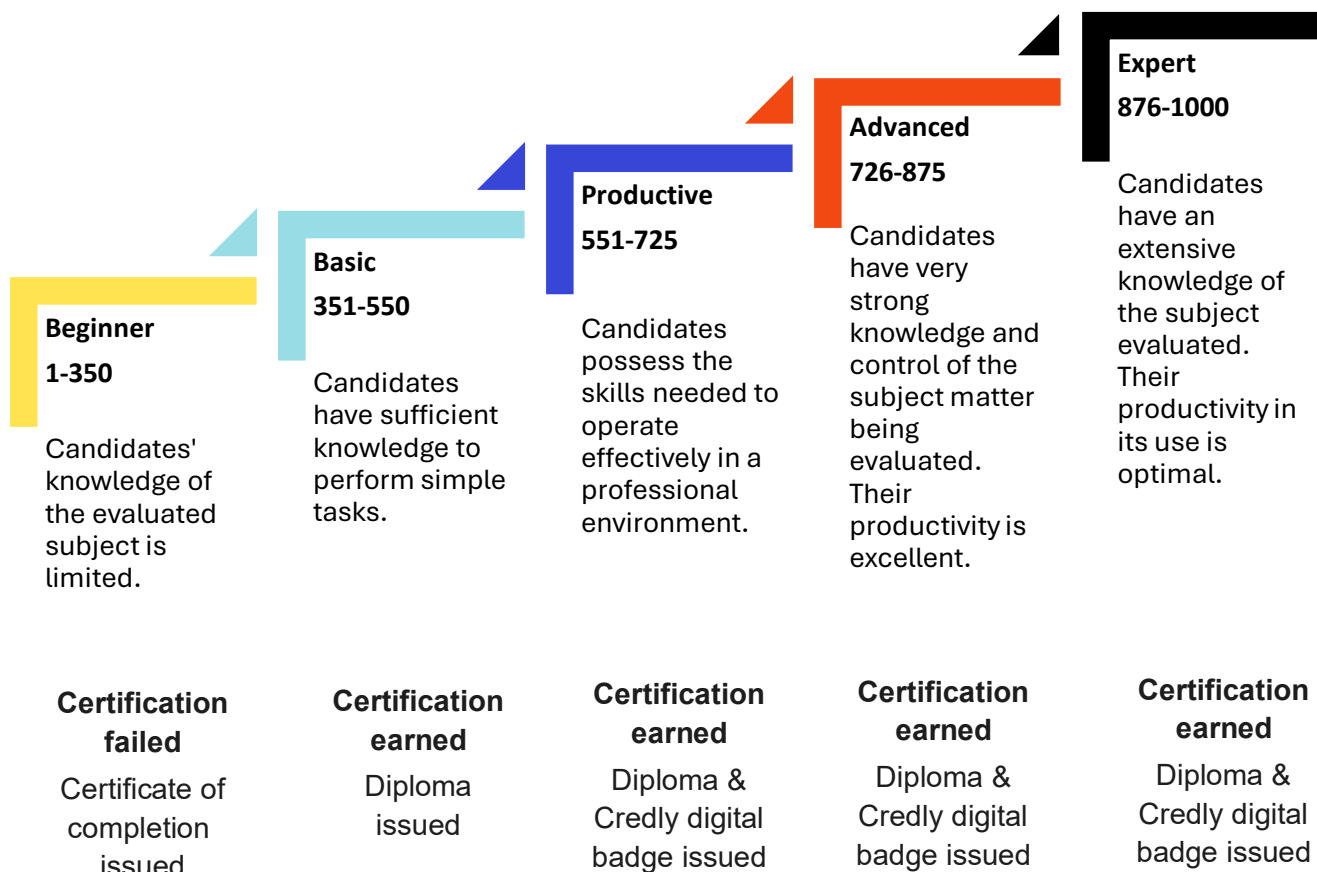
Tosa® assessment and certification solutions are designed to determine learners' proficiency levels using a single scoring scale—ranging from 0 to 1000 for certification—and divided into five levels, from “Beginner” to “Expert,” for the assessment.

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 Google Docs. 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® Google Docs certification

The Tosa Google Docs Certification relies on a database of more than 200 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 Google Docs 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.

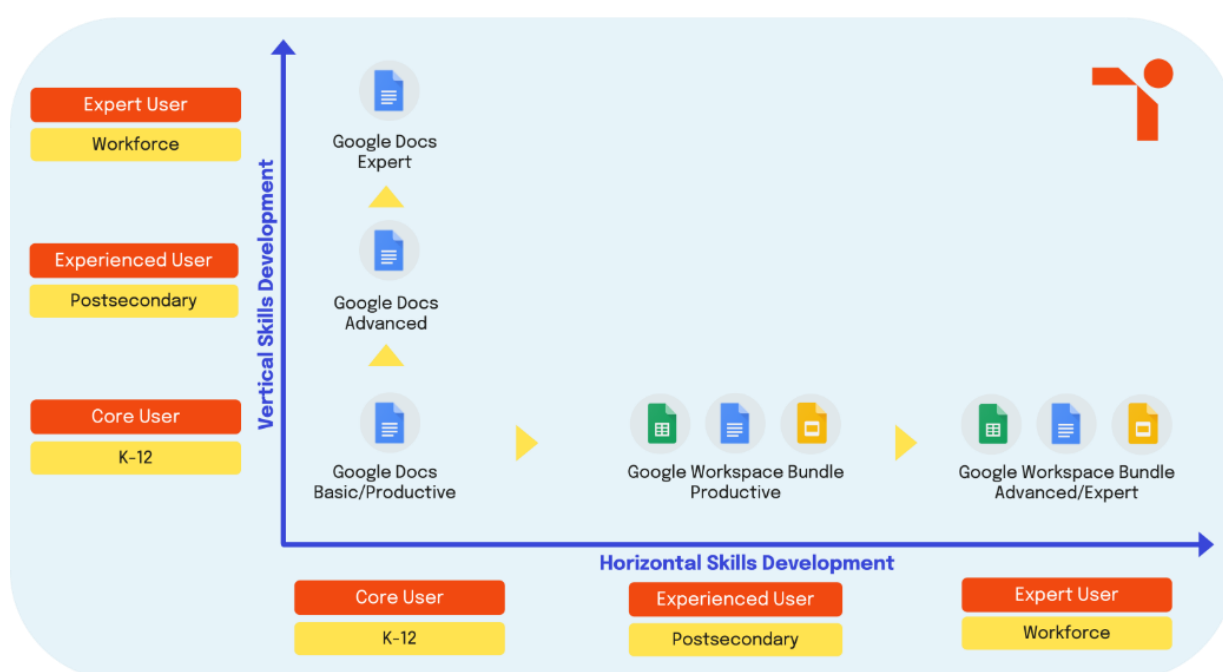
Tosa certifications can be retaken when they expire. Earners willing to improve their score and proficiency level can retake the exam at any time.

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 Google Docs 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 Google Workspace Bundle Certification**, users can expand their skill set horizontally across Google Workspace 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.

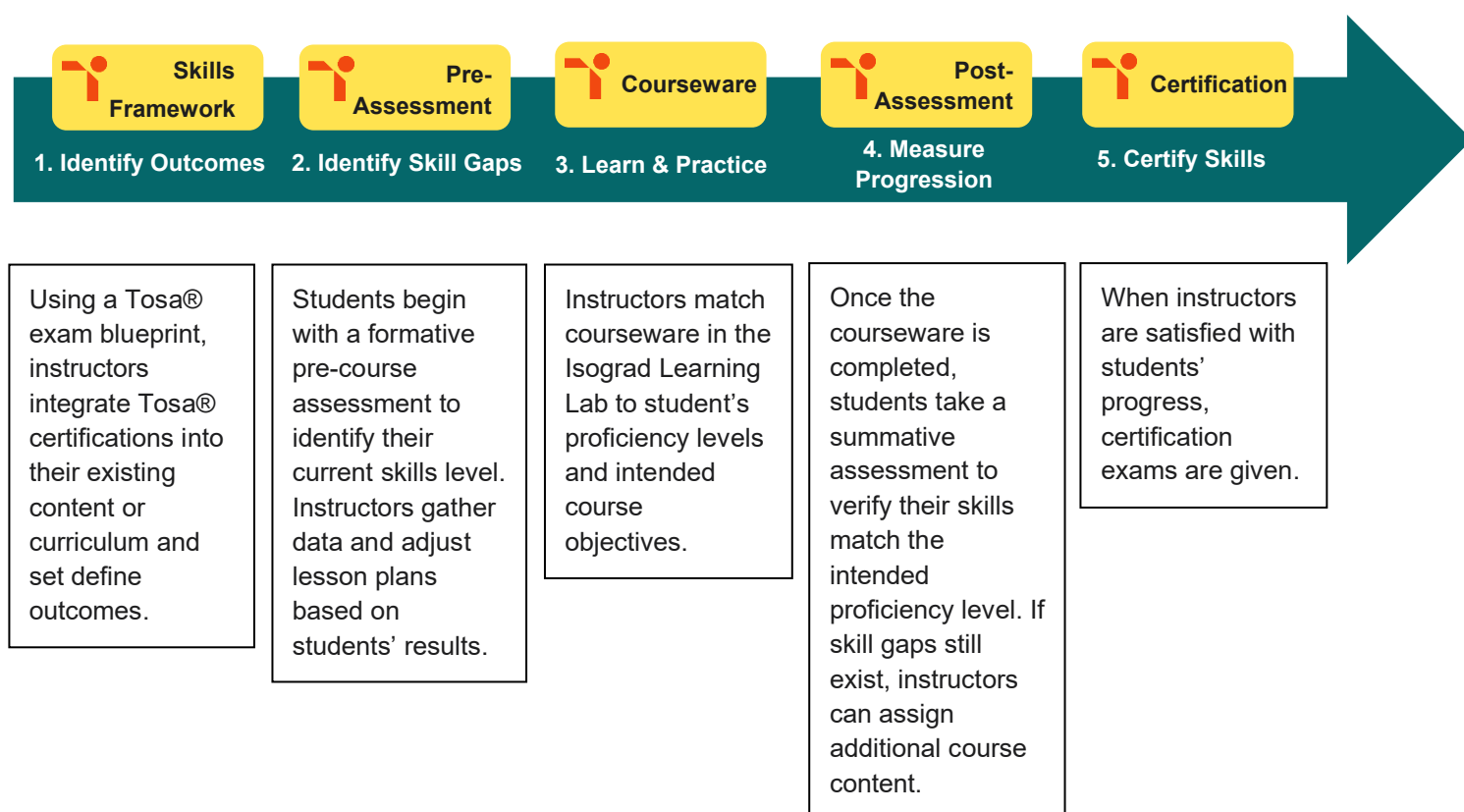


Isograd Learning Lab

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® Google Docs Level Descriptions

At each level, candidates can:

Beginner

- Demonstrate basic familiarity with Google Docs.
- Employ basic actions such as entering and editing text, basic formatting (bold, italic, underlined), and adding and deleting pages.

Basic

- Work independently on moderately-sized documents.
- Be familiar with basic functions such as text formatting, adding images, and creating lists.

Productive

- Perform routine tasks such as creating simple documents, formatting text, inserting images and tables, and using spelling and grammar correction tools.
- Manage files, save and export documents in a variety of formats, and collaborate with other users by sharing documents and using comments.

Advanced

- Gain an in-depth understanding of all Google Docs features.
- Master productivity tools such as advanced search, personalized keyboard shortcuts, and automation of repetitive tasks.

Expert

- Have an in-depth knowledge of all functionalities and best practices for their effective use.
- Be able to solve complex problems and create customized solutions using Google Apps scripts or APIs.
- Act as a trainer or consultant to help other users improve their skills.

Business Applications

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

For an administrative assistant, skills at this level enable a candidate to manage documents: consult them, create and modify them, format them, and insert tables or images to illustrate them.

For an executive assistant, these skills enable a candidate to create, organize, correct and lay out documents, insert tables and graphics, then save or print them for distribution.

For a journalist, writer, executive assistant, or office manager these skills enable a candidate to write, enrich and structure an article, manage graphic elements, and share it in the appropriate format.

For an executive assistant, office manager, journalist, writer, human resources manager, or many other office-based professions, these skills enable a candidate to personalize the environment, structure information, produce adapted documents, and manage advanced graphics.

Domain 1: Environment and Methods

Sub-domain 1: Using the main software functions

Covers: Knowledge and application of essential Google Docs features, such as text creation, editing, and formatting, use of tools such as text formatting, table insertion, and the use of bulleted and numbered lists to enable users to efficiently produce standard text documents.

Beginner

- Launch the Docs application.
- Identify basic functions such as entering text, opening and saving documents.

Basic

- Identify tabs within the Docs interface.
- Select and apply different fonts and sizes for internal documents, ensuring legibility.

Productive

- Master most tabs and identify their functionality.
- Use the navigation pane with ease.
- Apply font styles to emphasize key points in reports and external communications.

Advanced

- Manage multi-level lists.
- Master pagination options.
- Use advanced styles and text effects to enhance presentations.

Expert

- Identify and modify document URL structure (edit, copy, new, review.).
- Design typographic standards for an entire organization, improving visual communication and document consistency.

Sub-domain 2: Manage themes and environment customization

Covers: Adjusting the visual appearance of documents using predefined or customized themes. Customizing the Google Docs working environment to improve efficiency and user comfort, such as modifying default settings, configuring the user interface, and adapting tools to specific project needs.

Beginner

- N/A

Basic

- Customize the Google Docs interface.
- Customize document appearance using predefined themes to align with corporate standards.

Productive

- Enable synchronous scrolling.
- Modify themes to adjust colors and fonts according to corporate branding guidelines, ensuring visual consistency.

Advanced

- Master all style modification options.
- Designs custom themes for special proposals and presentation documents, reinforcing corporate brand identity.

Expert

- Integrate custom themes into corporate document workflow.
- Act as a trainer to others in good visual presentation practices.

Sub-domain 3: Using different display modes

Covers: Navigating and using the various view modes in Google Docs to optimize the writing and revision process. Using layout mode to visualize the final document layout, edit mode for content entry, and suggestion mode for collaborative revision for efficient document management in different work contexts.

Beginner

- Recognize the different display modes available, such as Edit mode and Read mode.

Basic

- Toggle between view modes to enhance document review.

Productive

- Use Read mode for in-depth reviews and Suggest mode to collaborate effectively on documents.

Advanced

- Use full-screen mode for presentations.
- Prepare documents for meetings.

Expert

- Demonstrate full control over different view modes.
- Customize views and modes to optimize the user experience in training sessions or webinars, facilitating understanding and engagement of participants.

Domain 2: Page Layout and Formatting

Sub-domain 1: Applying different formatting to text from a character point of view

Covers: Using character formatting options in Google Docs such as adjusting font, size, color and style (bold, italic, underlined) of characters. Modifying the appearance of text to emphasize importance, improve readability, or follow specific formatting guidelines.

Beginner

- Apply basic font modifications, such as changing text size and color.

Basic

- Select and apply different fonts and sizes for documents, ensuring legibility.

Productive

- Apply font styles to emphasize key points in reports and internal or external documents.

Advanced

- Master all formatting options.
- Use advanced styles and text effects to enhance presentations.

Expert

- Design typographic standards for an entire organization, improving visual communication and document consistency.

Sub-domain 2: Create, manage, and customize styles in a document

Covers: Creation, editing, and management of text styles, enabling users to simplify repetitive formatting changes and ensure consistency across a document.

Beginner

- Apply predefined styles to format text.

Basic

- Modify text format.
- Add a font to the Docs font list.
- Create and apply paragraph styles to clearly structure internal documents.

Productive

- Manage a style library to ensure consistency across all project documents.

Advanced

- Customize and modify styles to adapt documents to specific customer or partner requirements.

Expert

- Develop and maintain a document style manual for an organization, ensuring consistency and quality of communications.

Sub-domain 3: Applying different text formatting techniques to paragraphs

Covers: Ability to manipulate paragraph formatting attributes, including alignment, line and paragraph spacing, indentation, and management of bulleted or numbered lists, to effectively structure content for better presentation and readability.

Beginner

- N/A

Basic

- Align text (left, centered, right, justified).
- Control text line spacing.
- Apply bulleted lists to multiple paragraphs.

Productive

- Adjust alignment, spacing, and indentation to improve clarity in e-mails and memos.
- Use paragraph formatting options to structure complex articles and reports.

Advanced

- Manage multi-level lists.
- Manage paragraph linking.
- Integrate lists, borders, and shadows to highlight key sections in strategic documents.

Expert

- Design modular frameworks used by a large community of developers.
- Lead software development projects based on modular architectures to promote scalability and flexibility.

Sub-domain 4: Using the various page layout options

Covers: Use of Google Docs layout features to optimize the visual arrangement of documents. Adjusting margins, using columns, inserting page or section breaks, and configuring page orientation to prepare documents for publication or professional presentation.

Beginner

- N/A

Basic

- Change document orientation.
- Insert page headers and footers.
- Insert page breaks.

Productive

- Configure margins and orientation to standardize internal document formats.
- Manage page layouts with columns and sections.

Advanced

- Create document templates that make efficient use of page space for customer presentations.

Expert

- Integrate graphic and textual elements into complex layouts for corporate or commercial publications.

Domain 3: Editing Tools

Sub-domain 1: Knowing and using data entry tools

Covers: Understanding and using the built-in tools that facilitate text entry in Google Docs, such as using autocorrect to avoid typos and grammatical errors, using the dictionary for spell checking, and enabling text suggestions to speed up typing.

Beginner

- Enter text in a document.

Basic

- Activate and use spelling and grammar checking.
- Insert special characters for specific elements.
- Reproduce formatting to maintain visual consistency.

Productive

- Create personal automatic corrections.
- Use text suggestions to speed up typing in frequently used documents..

Advanced

- Customize and parameterize input tools to adapt suggestions and corrections to an organization's technical terms.

Expert

- Implement advanced authoring solutions that incorporate specialized terms and pre-configured phrases for technical and legal reports.

Sub-domain 2: Knowing and using the different means of selection and movement

Covers: Use of techniques to efficiently select text, images, or other elements in Google Docs. Using methods for moving these elements within the document, such as keyboard shortcuts for fast and accurate selection or drag & drop to reposition elements for faster and more accurate editing of documents.

Beginner

- Select text with mouse and keyboard for basic editing.

Basic

- Cut, copy, and paste text to manage content.
- Select all document content for global operations.
- Use click and drag selection techniques to move text.

Productive

- Efficiently use mouse and keyboard actions to organize and rearrange elements in complex documents.

Advanced

- Implement selection techniques to manage large amounts of data and text in reports.

Expert

- Act as a trainer in different ways of moving around documents to improve team productivity.

Sub-domain 3: Knowing and using different automation tools

Covers: Using automation features in Google Docs to simplify repetitive tasks and improve efficiency. This includes the creation of macros, the use of repeated action recording, and the application of the “Explorer” functionality to automate information retrieval and content creation. Exploiting these tools reduces manual work time and increases productivity.

Beginner

- Use pre-existing templates to create documents.

Basic

- Create an automatic table of contents to organize content.
- Use predefined templates to automate the creation of standard documents such as invoices or letters.

Productive

- Consult document statistics to obtain information on content.
- Automate formatting and revision routines for recurring documents.

Advanced

- Develop scripts to integrate data from different sources into reports.

Expert

- Design complex document automation systems that connect with corporate databases for reporting and analysis.

Sub-domain 4: Managing document references (tables, indexes, cross-references, etc.)

Covers: Using Google Docs' tools for managing references in a document, essential for structuring and navigating long, complex documents efficiently, not only to improve document functionality but also to enhance integrity and ease of use for all readers.

Beginner

- Understand the importance of references such as tables of contents and cross-references for navigating long documents.

Basic

- Search for a word in a document to quickly access specific information.
- Insert automatic tables of contents.

Productive

- Use the same source for multiple citations in the same document.
- Insert and manage footnotes for source citations and cross-references for reference to other sections of the document, enhancing accessibility and content credibility.

Advanced

- View document version history.
- Develop detailed indexes for technical or academic documents, customizing entries to include specific terms and efficiently organizing information for quick reference.

Expert

- Create and use all types of building blocks (main components).
- Design complex referencing systems that update automatically when changes are made to the document, using advanced scripting and automation features to ensure consistent and accurate referencing across large document sets.

Domain 4: Graphic Objects and Tables

Sub-domain 1: Inserting, creating, and formatting graphic objects

Covers: Integration and customization of graphical objects in Google Docs. Insert images, shapes, diagrams, and other visual elements into documents. Object formatting such as adjustment of size, color, border and other styling options to align visual appearance within document content, enhancing visual impact and supporting textual content with relevant illustrations.

Beginner

- Recognize and insert an image.

Basic

- Modify the size and position of a graphic object.
- Insert and position images and shapes to enhance the visual appeal of presentations.

Productive

- Apply advanced styles and effects to graphic objects for professional documents such as sales proposals.

Advanced

- Master shape wrapping.
- Use advanced cropping features.
- Create integrated infographics to illustrate complex data.

Expert

- Create customized graphic elements that can be reused in a variety of corporate documents.

Sub-domain 2: Managing tables in a document

Covers: Creating, modifying, and formatting tables in Google Docs. Inserting tables, adjusting cell layout, and customizing borders and background colors for visual clarity and effective data presentation. Organizing information in a structured way, making it easier for readers to understand and analyze data.

Beginner

- Recognize and insert a table.

Basic

- Create and format simple tables for organizing data in internal reports.

Productive

- Use advanced functions for sorting, filtering, and visualizing data in tables.

Advanced

- Integrate tables with external data and dynamically adjust updates.

Expert

- Design complex table templates for detailed financial analyses and presentations.

Sub-domain 3: Managing graphic objects in a document.

Covers: Organizing and manipulating graphic objects in the context of an entire document. Aligning, grouping, and layering graphic objects to create a coherent, visually appealing layout. Using techniques to anchor graphics to specific texts so that their position remains relative to the content even when the document is modified.

Beginner

- Identify graphic objects inserted in a document.

Basic

- Move and resize graphic objects.
- Align graphic objects in relation to margins and other objects.

Productive

- Manage OLE objects from Google Slides or Sheets, including inserting, modifying, and updating them.
- Use form controls to create simple forms in the document.
- Organize graphic objects into layers and adjust their stacking order.

Advanced

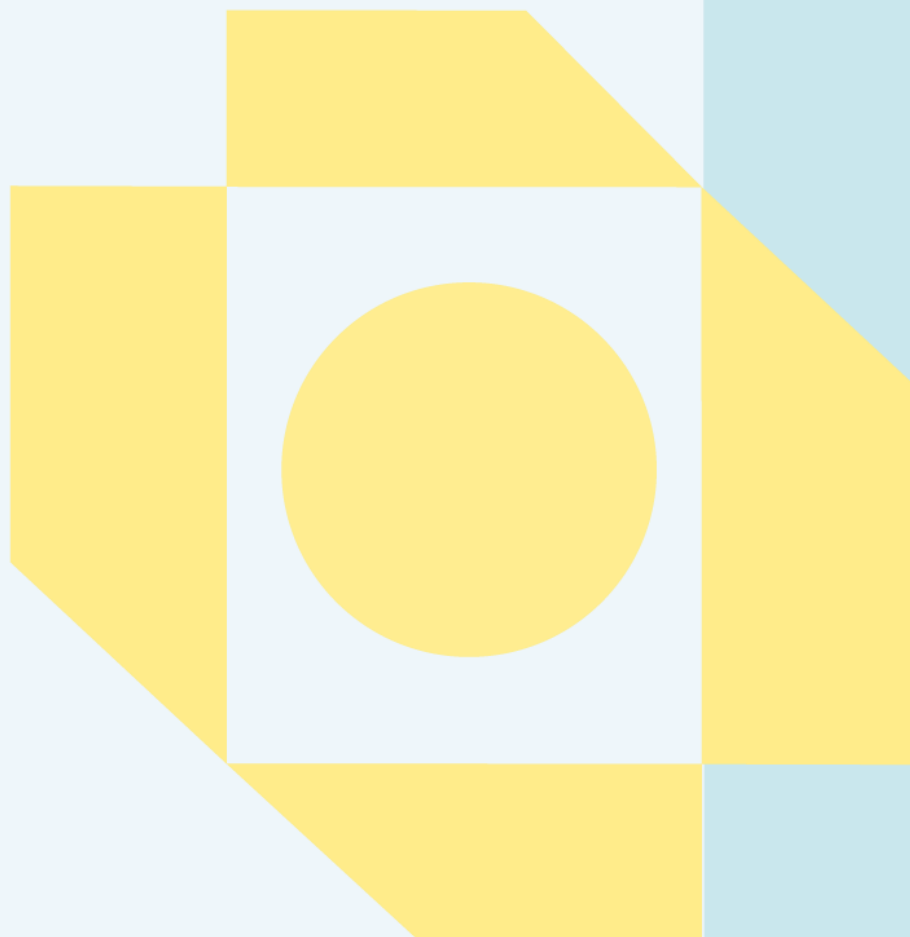
- Manage the alignment and distribution of graphic objects to maintain uniformity throughout the document.

Expert

- Optimize the integration of graphic objects to ensure fluidity and consistency of layout.
- Develop guidelines for the consistent use of graphic objects in all organizational documents, ensuring clear, professional visual communication.



Your skills. Your advantage.



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