



Your skills. Your advantage.

Tosa Google Sheets

Exam Blueprint

Table of Contents

Table of Contents	2
Introduction to the Tosa® Exam Blueprint	3
Tosa® (Test on Software Applications)	4
Tosa® Exam Blueprint Objective	4
Unique Tosa® Scoring	5
About the Tosa® Google Sheets certification	6
Tosa Sequence for Progressive Skills Development	7
Isograd Learning Lab	8
Tosa® Google Sheets Level Descriptions	9
Business Applications	10
Domain 1: Environment and Methods	11
Sub-domain 1: Recognizing and using editing tools	11
Sub-domain 2: Knowing the software environment and employing its main functions.	12
Sub-domain 3: Organizing workbooks, sheets, and tables	13
Domain 2: Functions	14
Sub-domain 1: Using calculation functions in formulas	14
Sub-domain 2: Using calculation functions specific to database management	15
Sub-domain 3: Managing formulas	16
Domain 3: Formatting	17
Sub-domain 1: Creating, using, and modifying digital formats	17
Sub-domain 2: Formatting workbook data (formulas, text, and graphics)	18
Sub-domain 3: Applying and managing conditional formatting	19
Domain 4: Data Manipulation	20
Sub-domain 1: Using data management tools	20
Sub-domain 2: Creating and managing graphics	21
Sub-domain 3: Creating and managing pivot tables	22

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 Sheets.

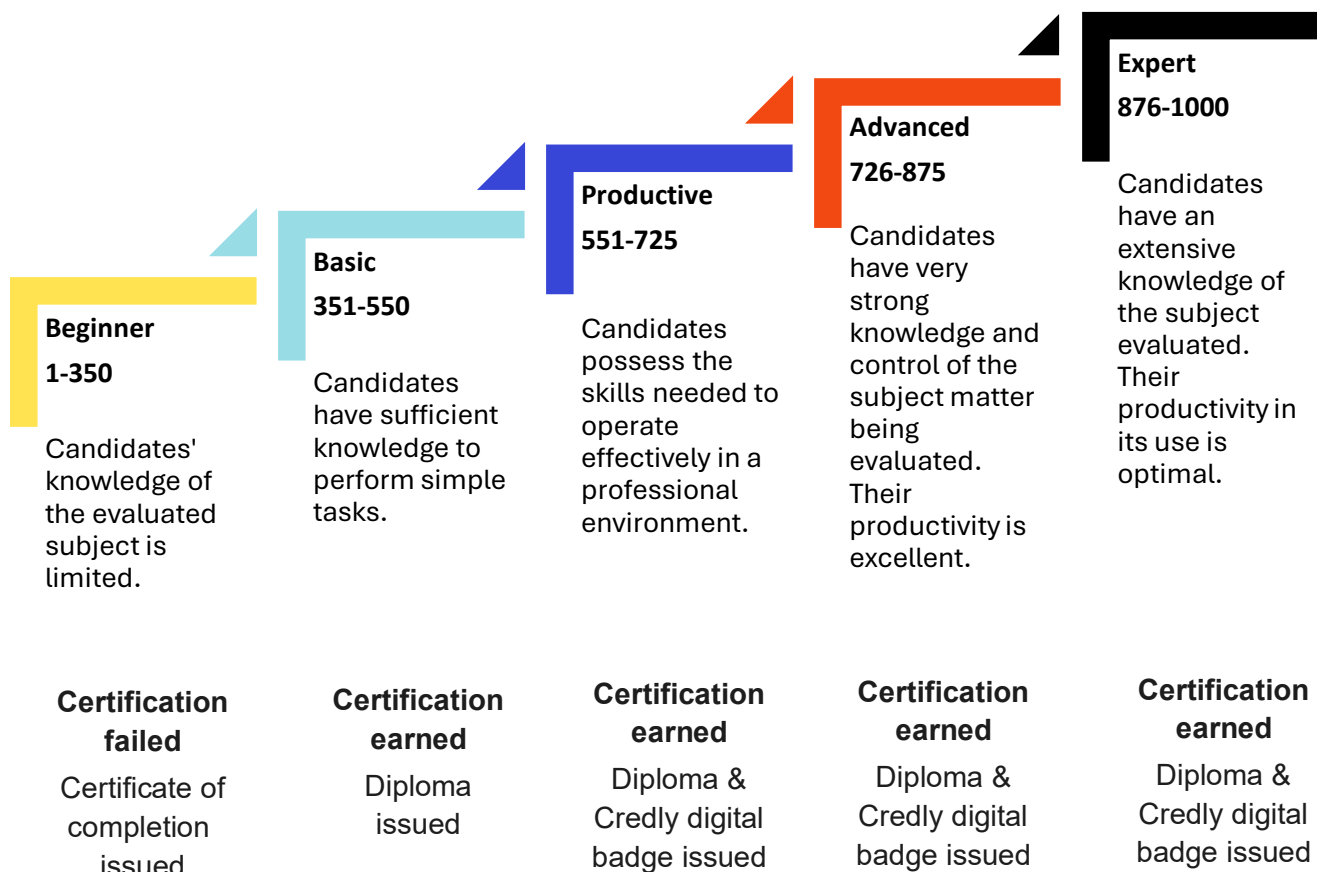
Tosa® assessment and certification solutions are designed to determine learners' proficiency levels using a single scoring scale—ranging from 0 to 1000 for certification—and divided into five levels, from “Beginner” to “Expert,” for the assessment.

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 Sheets. 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 Sheets certification

The Tosa Google Sheets Certification relies on a database of more than 300 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 Sheets 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.

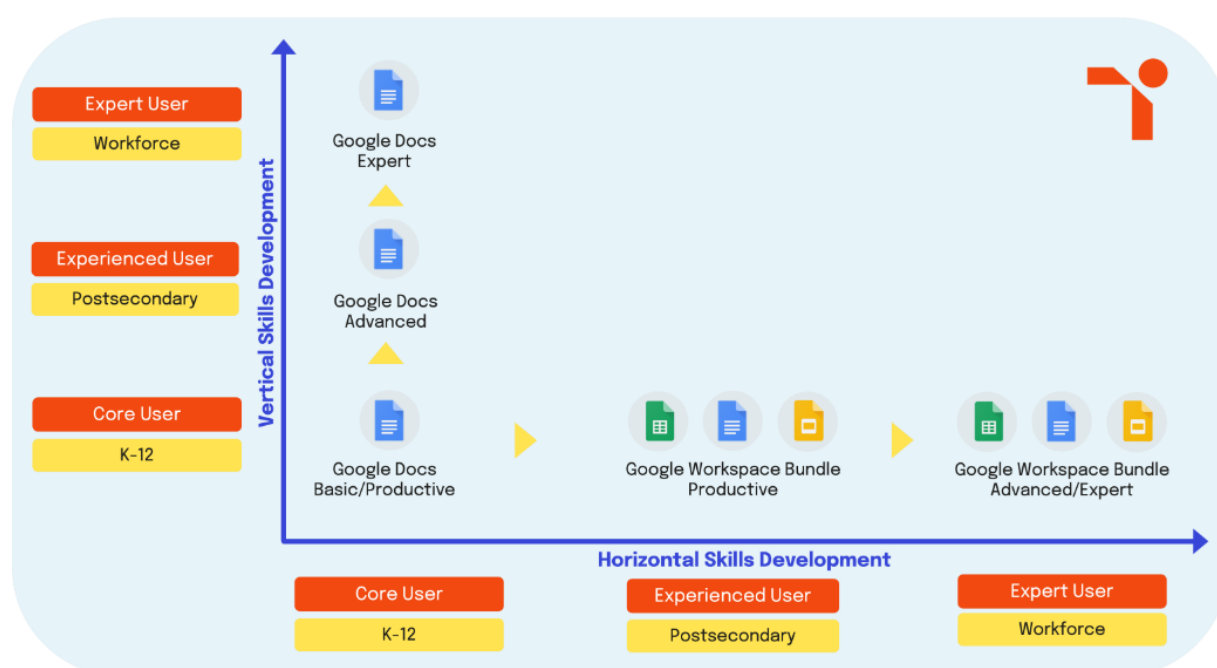
Tosa certifications can be retaken when they expire. Earners willing to improve their score and proficiency level can retake the exam at any time.

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 Sheets 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.

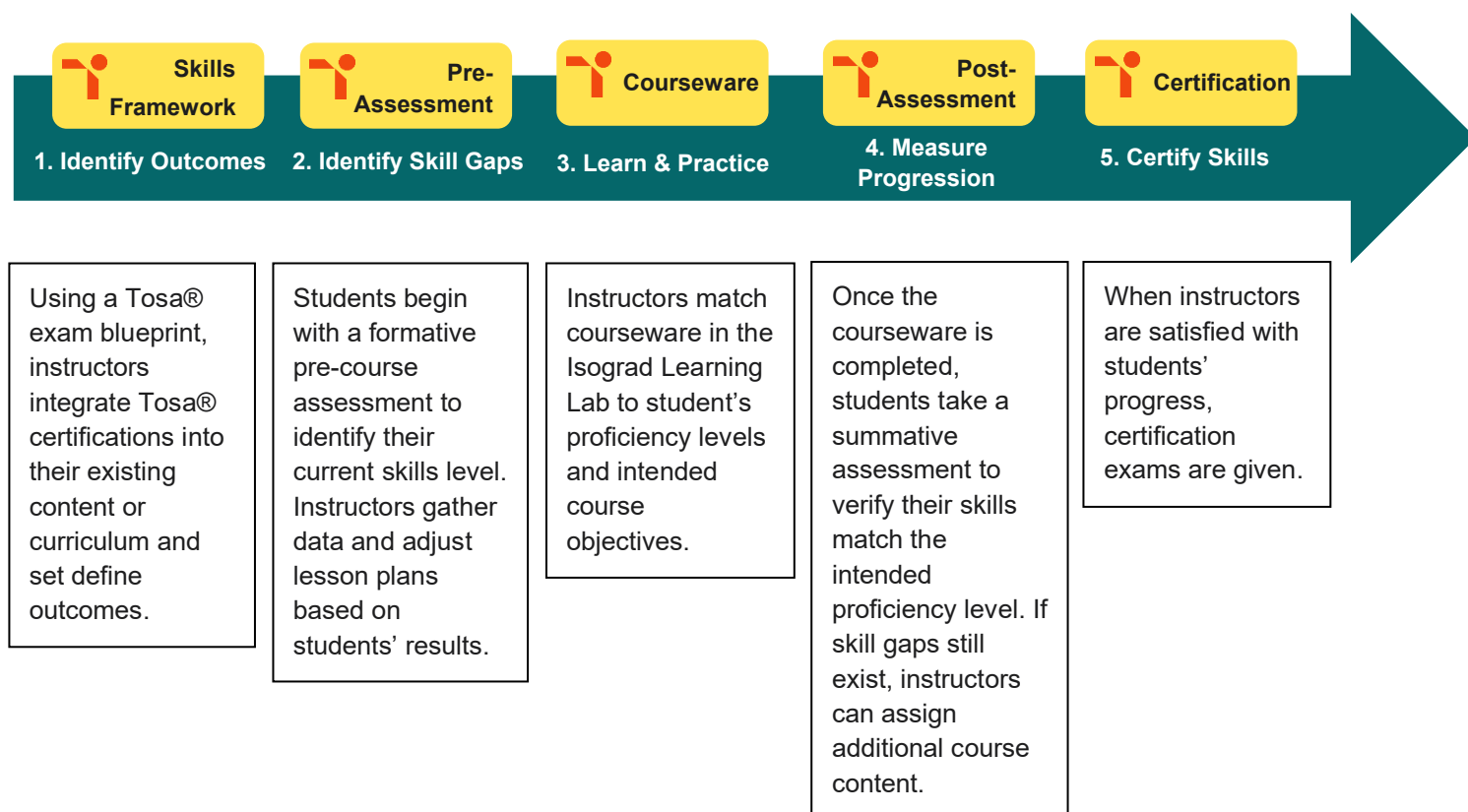


Isograd Learning Lab

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 Sheets Level Descriptions

At each level, candidates can:

Beginner

- Mobilize basic skills in using Google Sheets to perform simple tasks such as entering data, creating basic spreadsheets, and using simple formulas.
- Perform common tasks, but may need help with more advanced functions.

Basic

- Use Google Sheets effectively to organize and analyze data.
- Create more complex spreadsheets, use basic formulas and functions, and format data to make it more readable.
- Perform most basic tasks independently.

Productive

- Master the advanced features of Google Sheets and create complex spreadsheets for professional or personal use.
- Demonstrate skill with advanced functions, pivot tables, and graphs to analyze data in depth.
- Demonstrate ability to solve most problems independently, but may need assistance with highly technical tasks.

Advanced

- Manage and analyze large datasets efficiently.
- Use advanced functions, custom scripts, and automation tools to optimize processes and save time.
- Solve complex problems and guide other users in the advanced use of Google Sheets.

Expert

- Demonstrate in-depth knowledge of all the application's features and best practices.
- Design and implement sophisticated solutions for complex projects.
- Ensure data quality and provide advanced technical expertise for an organization.
- Train and advise other users.

Business Applications

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

For a salesperson, administrative assistant, or data entry professional, these skills include following and modifying tables, using simple formulas, sorting customer data, and creating sales graphs.

For an administrative assistant, accounting professional, or bookkeeper, these skills enable a candidate to create accounting documents, use advanced formulas, structure tables and analyze data using filters and graphs.

For a logistics manager, certified accountant, sales or office manager, these skills enable a candidate to automate tasks, analyze sales and inventories, monitor consumption, and anticipate needs.

For a financial analyst, certified accountant, sales lead, or sales analyst these skills enable a candidate to use complex formulas, organize and present data, and produce clear analyses.

Domain 1: Environment and Methods

Sub-domain 1: Recognizing and using editing tools

Covers: Google Sheets editing tools such as cut, copy, and paste. Formatting text and cells. Using auto-complete and associated functions.

Beginner

- Use basic cut, copy, and paste functions to move and duplicate data within a worksheet.
- Apply basic text formats such as bold, italic, and underlined.

Basic

- Use cut, copy, and paste tools to efficiently manage data in simple worksheets.
- 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 such as text color, custom underlining, and cell borders.
- Use auto-completion functions to generate complex data sets 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.
- Exploit advanced auto-completion functions to generate data series based on complex criteria.

Expert

- Develop customized solutions for efficient data editing in Google Sheets, 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: Knowing the software environment and employing its main functions.

Covers: navigating the Google Sheets interface. Use of advanced features such as the toolbar, drop-down menus, and keyboard shortcuts. Employing specific Google Sheets features such as real-time collaboration and automatic synchronization with Google Drive.

Beginner

- Demonstrate familiarity with the Google Sheets interface, including the layout of menus and toolbars.
- Use basic toolbar functionality to perform simple actions such as adding rows or columns.

Basic

- Identify tabs on a ribbon.
- Navigate the Google Sheets interface efficiently, using drop-down menus to access different functions.

Productive

- Customize ribbon tabs.
- Efficiently use keyboard shortcuts to quickly access frequently used functions.
- Exploit Google Sheets-specific features such as comments and notifications for effective collaboration.
- Automatically synchronize spreadsheets with Google Drive for easy data backup and access.

Advanced

- Navigate using keyboard shortcuts.
- Demonstrate understanding of the compatibility between different document versions.
- Master the Navigation pane.
- Customize the interface.
- Customize the Quick Access toolbar and keyboard shortcuts.

Expert

- Import external data (files, web, etc.).
- Display connections to external data.
- Export and share data.
- Open, create, manage, and run scripts.

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

Covers: Worksheet creation and management. Using formatting techniques such as color, borders, and styles.

Beginner

- Add a worksheet.
- Name a worksheet.

Basic

- Sets up panes.
- Modify a print area.
- Navigate a worksheet.
- Explore basic management functions to open, close, and save workbooks.
- Apply basic formatting such as background color and borders to cells.

Productive

- Move and duplicate worksheets.
- Create worksheets with multiple tabs to organize data.
- Manage workbooks by renaming, moving, and duplicating them as required.
- Use formatting techniques to improve data readability, applying colors and borders to distinguish key elements.

Advanced

- Protect a spreadsheet and/or workbook.
- Organize data in spreadsheets using advanced techniques such as sorting and filtering.
- Use advanced workbook functions such as cell merging and splitting, as well as sheet protection.
- Apply predefined styles to standardize formatting across workbooks.

Expert

- Create customized workbook templates with a predefined structure for specific data types.
- Manage workbooks efficiently using advanced tools such as versioning and track changes.
- Customize formatting styles to create a consistent, professional appearance across workbooks.
- Use scripts to automate recurring tasks.

Domain 2: Functions

Sub-domain 1: Using calculation functions in formulas

Covers: Arithmetic operations and basic functions. Integration of logical conditions and cell references into formulas to automate calculations. Handling time data and mastering associated functions.

Beginner

- Apply arithmetic operations such as addition, subtraction, multiplication, and division in formulas.

Basic

- Use basic functions such as SUM(), AVERAGE(), and MAX() to perform simple calculations.
- Integrate logical conditions such as IF() into formulas to automate calculations based on certain conditions.

Productive

- Use simple statistical calculation functions: SUM, AVERAGE, MAX, MIN, ARRAYFORMULA.
- Use conditional formulas: IF, nested IF, OR, AND.
- Manipulate temporal data, using functions such as TODAY(), DATE(), and YEAR() to perform date-based calculations.
- Integrate complex logical conditions with logical functions such as AND(), OR(), and NOT() to perform advanced conditional calculations.

Advanced

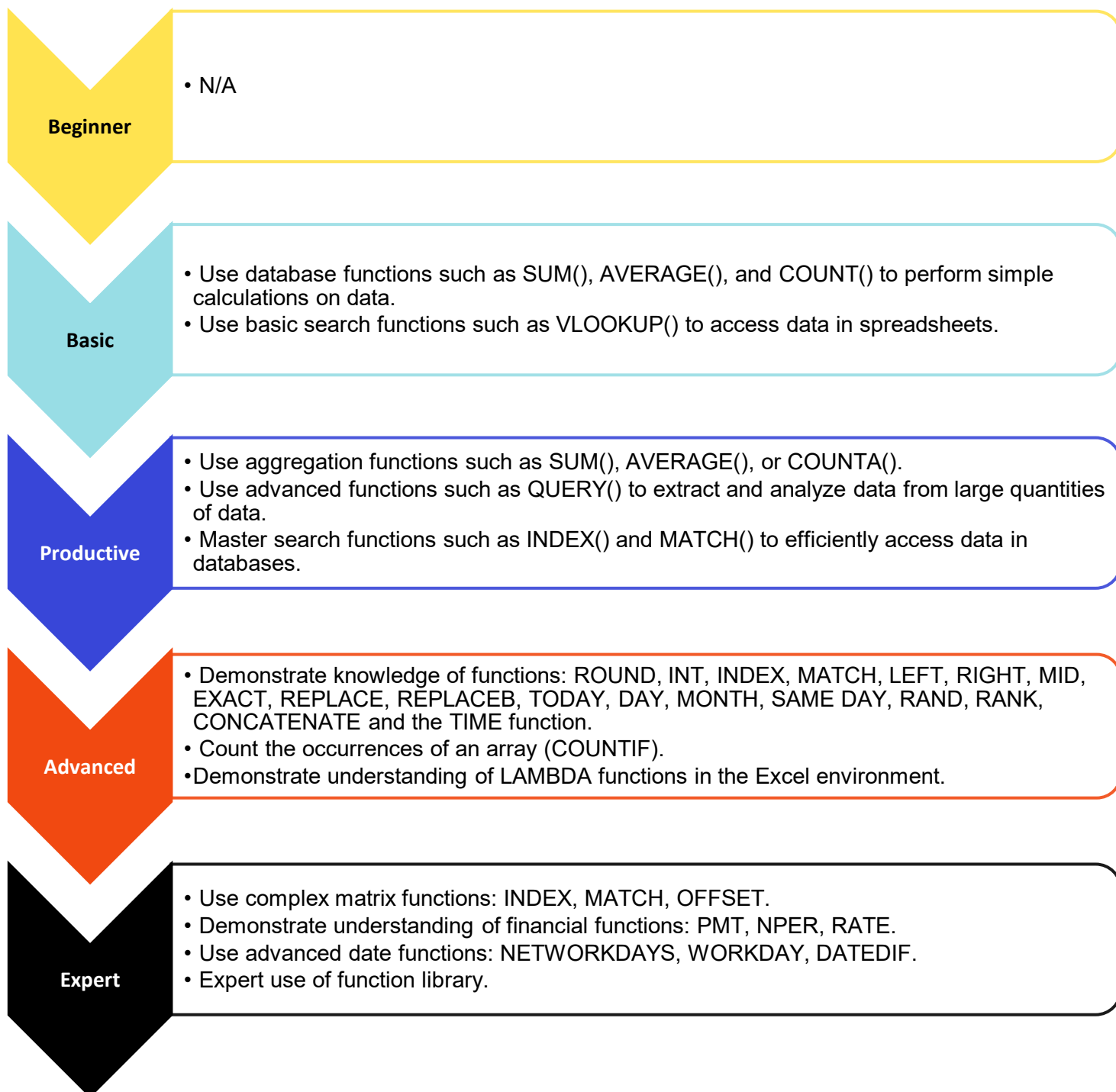
- Repair calculation formulas
- Know and uses absolute and relative references in a formula.
- Use advanced functions such as VLOOKUP(), HLOOKUP(), and INDEX(MATCH()) to search and retrieve data from other parts of the worksheet.
- Handle temporal data with precision, using functions such as DATEVALUE(), MONTH(), and DAY() to extract specific date components.

Expert

- Combine different calculation functions.
- Use conditional functions.
- Integrate advanced data manipulation functions such as QUERY() to extract and manipulate data from large databases.
- Analyze and optimize formula performance to ensure fast execution even with large amounts of data.

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

Covers: Using functions to manipulate and analyze large quantities of data. Mastering search functions such as INDEX and EQUIV to efficiently access data in databases. Managing cross-references between spreadsheets and workbooks.



Sub-domain 3: Managing formulas

Covers: Creating complex formulas by combining several functions. Managing formulas, including the use of relative and absolute references. Organizing formulas clearly and coherently.

Beginner

- N/A

Basic

- Determine the impact of deleting a row or column on a formula.
- Identify the main calculation errors: #NAME?, #DIV/0!, #####.
- Create simple formulas using a single function to perform basic calculations.
- Use relative cell references in formulas to perform simple calculations.

Productive

- Use absolute cell references to lock specific cells in formulas.
- Organize formulas so that they are legible and understandable to other users.

Advanced

- Use database functions: DCOUNT, DCOUNTA, DSUM, DAVERAGE, DMAX, DMIN, COUNTIFS, SUMIFS, AVERAGEIFS.
- Use subtotals in a data table.
- Demonstrate knowledge of crucial functions: SUBTOTAL(), SUMPRODUCT(), LEFT, RIGHT, MID, REPLACE and REPLACEB.
- Document formulas with comments to explain function and purpose.

Expert

- Master formula debugging techniques.
- Solve calculation errors.
- Develop complex formulas using sophisticated combinations of functions, logical operators, and control structures.
- Use range names and named references to make formulas more readable and maintainable.
- Create reusable formula templates to automate recurring tasks and improve workflow efficiency.

Domain 3: Formatting

Sub-domain 1: Creating, using, and modifying digital formats

Covers: Modifying the appearance of data in a cell (color, bold, italics, and borders).

Applying predefined styles to cells for fast, consistent formatting. Handling numeric formats (percentages, dates, and currencies). Basic knowledge of tables.

Beginner

- Employ simple cell-formatting functions for fonts (color, font style, alignment).

Basic

- Apply a base-level knowledge of predefined styles to cells for quick formatting.
- Handle basic numeric formats such as percentages, but may have difficulty with more advanced formats such as dates and currencies.
- Demonstrate a base-level knowledge of tables and their usage, but may need help with more complex tabular operations.

Productive

- Use formatting tools effectively to modify the appearance of data in cells as required.
- Apply various predefined styles to ensure consistent formatting across spreadsheets.
- Handle common numeric formats such as percentages, dates, and currencies with ease.

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 a spreadsheet.

Sub-domain 2: Formatting workbook data (formulas, text, and graphics)

Covers: Application of cell styles and advanced numeric formats. Employing conditional formatting. Use of tables, themes, and graphic objects.

Beginner

- Introduce simple graphic objects such as shapes and images into a workbook, but with limited use.

Basic

- Apply basic cell styles and standard numerical formats to data in a workbook.
- Use conditional formatting to highlight certain values in data.

Productive

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

Advanced

- Create customized numeric 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 custom cell styles and advanced numeric formats for consistent, professional formatting throughout a workbook.
- Create complex conditional formatting rules to analyze data dynamically and automatically.
- Expertly use tables to efficiently analyze and organize data, taking advantage of advanced features such as filters and slicers.
- Integrate advanced graphical objects such as interactive charts and maps to visualize data.

Sub-domain 3: Applying and managing conditional formatting

Covers: Mastering conditional formatting (use of simple or formula-based rules).
Understanding how tables function in Google Sheets. Mastering the creation, modification and management of all graphic objects.

Beginner

- N/A

Basic

- Apply simple conditional formatting rules to highlight specific values in data.
- Demonstrate base-level use of tables, but may need help with more complex operations.
- Create and modify basic graphic objects such as shapes and images in a workbook.

Productive

- Use formula-based conditional formatting rules to meet specific data formatting needs.
- Understand the general operation of tables and perform simple operations such as adding or deleting rows and columns.
- Create and manage different types of graphical objects such as simple charts and diagrams in a workbook.

Advanced

- Master conditional formatting, using complex rules based on multiple criteria to analyze and highlight trends in data.
- 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 illustrate data in a visually striking way.

Expert

- Develop customized conditional formatting rules using complex formulas for dynamic, automatic data analysis.
- Use advanced table features, such as pivot tables, for in-depth, interactive data analysis.
- Create and manage advanced graphic objects with precision, using advanced customization techniques to meet specific data presentation needs.

Domain 4: Data Manipulation

Sub-domain 1: Using data management tools

Covers: Importing, exporting, and manipulating data from different sources. Cleaning and formatting data for use in a workbook. Applying filters, sorting, and search functions to analyze data.

Beginner

- Import simple data into a workbook from sources such as CSV files or spreadsheets.

Basic

- Demonstrate knowledge of automatic sorting.
- Sort in ascending or descending order.
- Sort alphabetically or reverse alphabetically.
- Perform basic data cleansing operations, such as removing duplicates or correcting format errors.

Productive

- Import and export data from various sources, including online databases and text files.
- Perform more advanced data cleansing operations, such as cell merging or data format transformation.
- Use advanced filters and sorts to analyze data in depth and identify trends or patterns.

Advanced

- Efficiently manipulate data in a workbook using advanced tools such as structured formulas and database functions.
- 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

- Use and manage all pivot table options.
- Develop customized solutions for importing and exporting data using Google Apps Script.
- Implement automated data cleansing and formatting processes to ensure consistency and quality of data in a workbook.
- Use advanced data management tools to create complex reports and analyses from imported data.

Sub-domain 2: Creating and managing graphics

Covers: Creation of different chart types (bar charts, pie charts, and scatter charts). Customizing graph appearance (colors, labels, and axes). Automatic chart updates when underlying data changes.

Beginner

- Recognize a pie chart or histogram.

Basic

- Create basic graphs such as bar or pie charts from simple data.
- Apply basic modifications to the appearance of graphs, such as changing color or adding titles.

Productive

- Create different chart types, including scatter charts, to illustrate different relationships between data.
- Customize the appearance of graphs by changing colors, labels, and axes to improve readability.
- Manually update charts when underlying data changes, but may require additional help with more advanced functions.

Advanced

- Efficiently create and manage a variety of charts to represent different aspects of data.
- Customize the appearance of graphs in an advanced way, using options such as transparency and legends.
- Use advanced features to automatically update charts in response to changes in the underlying data.

Expert

- Master the creation of complex, interactive charts, such as dynamic charts and bubble charts.
- Customize charts using advanced techniques such as annotations and multiple data series.
- Use advanced techniques to automate real-time chart updates based on dynamic data.

Sub-domain 3: Creating and managing pivot tables

Covers: Creating pivot tables. Adding, deleting, and reorganizing data fields. Use of filters and sorting in pivot tables.

Beginner

- N/A

Basic

- Create basic pivot tables from simple data.
- Add and delete data fields in pivot tables, but may need assistance with reorganization.
- Use basic filters and sorts in pivot tables to analyze data.

Productive

- Create pivot tables to analyze more complex data sets with multiple fields.
- Efficiently add, delete and reorganizes data fields in pivot tables to obtain the desired results.
- Use filters and sorts to explore and visualize data in greater depth in pivot tables.

Advanced

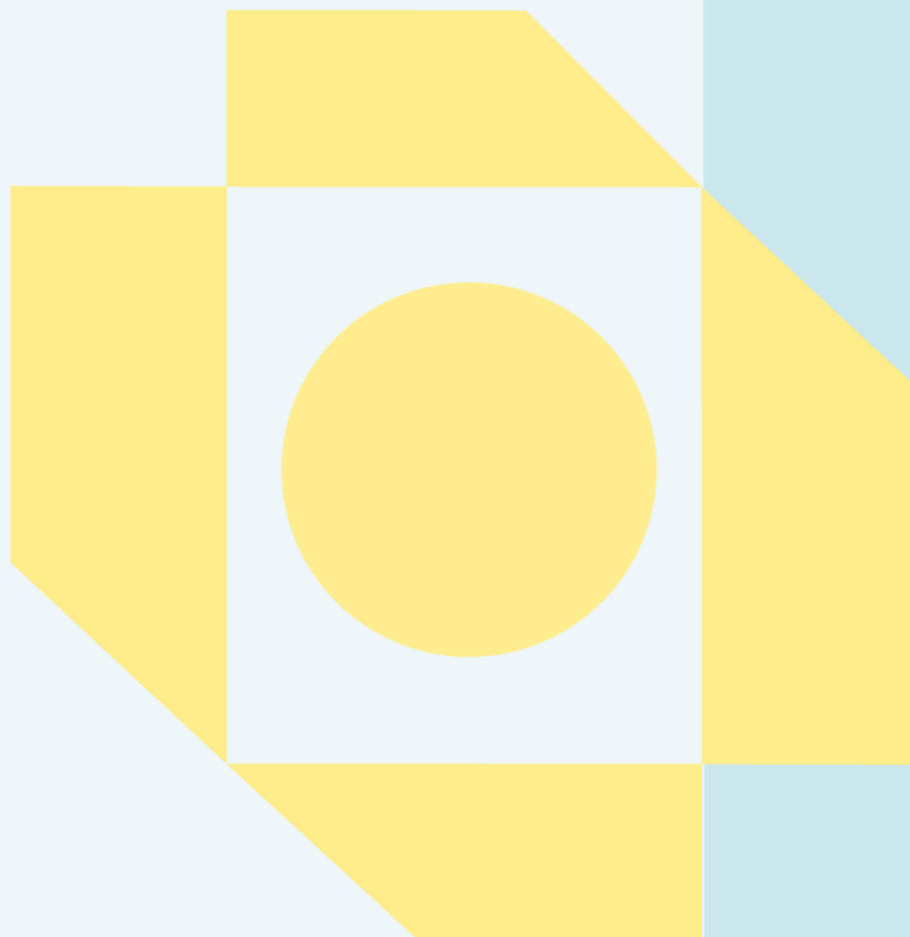
- Use advanced pivot table features, such as calculated field calculations and data grouping.
- Apply advanced filters and customized sorts to refine results in pivot tables.
- Analyze data in depth using pivot tables to identify trends and patterns.

Expert

- Create complex pivot tables with advanced aggregations and calculations for in-depth data analysis.
- Customize pivot table functionality using advanced techniques such as data segments and linked pivot tables.
- Use advanced techniques to visually present pivot table results, including the use of graphs and charts.



Your skills. Your advantage.



contact@isograd.com

www.tosa.org