



# Assessment for Excel 2

1. Go to <https://www.testdome.com/tests/microsoft-excel-test/132>.
2. Click on "Take a Practice Test".
3. Click checkbox for " I have read all of the above and I agree with the [terms of use](#) and the [privacy policy](#)."
4. Click "Start the Text".
5. Read instructions.
6. Download Template File. (It will download to your Downloads folder.)
7. **DO NOT CLOSE THE WEBPAGE.**

Your task is to download the file 'TaxInclusive-RawData.xlsx' file and execute the request. When you have completed your work, save it in .xlsx format, then upload that file for evaluation.

8. **When finished with first question, upload the template file for grading.**
9. **After file is graded, you will be prompted to move to the next question.**
10. **Read and follow instructions for 2<sup>nd</sup> question.**
11. **Proceed for question 2 and question 3 in the same manner you processed for question 1.**
12. **When finished, the site will tell you the score.**
13. **Send the score to me at [maryann.watson.excel@gmail.com](mailto:maryann.watson.excel@gmail.com). You are striving for 70% or higher.**