The goal of this excel test is to measure basic, intermediate, and advanced Excel skills applicable to this open position at Kent ISD.

Please complete the below tasks to the best of your abilities.

1. Save a copy of the spreadsheet in the same file folder and name it ‘Excel Test-YOUR NAME’.
2. Create a column, label it FUND, and use a formula to indicate the first two numbers of the account string.
   1. For example, if the account string is 11-1-221-5990-000-0000-0000-0000- the FUND is the first two numbers, ‘11’.
3. Create a column, label it NET CHANGE
   1. Use a formula so that any debit amount is a positive in the NET CHANGE column.
   2. Use a formula so that any credit amount is a negative in the NET CHANGE column.
4. Round the NET CHANGE column to the nearest 1000.
5. At the bottom of the data add a row to subtotal the data in the DEBIT, CREDIT, and NET CHANGE columns.
6. Professionally format this raw data to make it presentable:
   1. Use borders and bolding to clarify data
   2. Remove unwanted/repetitive characters
   3. Add header and footer information that might help other users of this workbook
   4. Format the page layout to print only one page wide
   5. Any other formatting that you believe would enhance this spreadsheet
7. Create a second Sheet
8. Label it PIVOT
9. Insert a pivot table that subtotals, by date, the net change in each fund.
10. Add a conditional formatting rule that highlights the date with the highest balance in GREEN and the lowest balance in RED.
11. Professionally format the pivot table in a consistent manner to the raw data spreadsheet as if this data will be used in a presentation to administrative leadership.