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Took Proveit tests in WORD, EXCEL, WINDOWS 7, QUICKBOOKS recently (+ data entry and typing). Found some aspects of the test incredibly poor. Will discuss general instructions here, and QB in a separate post.

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Click The Formulas Tab - Click The Insert Function Button. Click If

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In The Function List - Then Click The Ok Button. Type "F2 (.25\*h2)" In The Logical\_test Field. Click The Value\_if\_true Field And Type "Yes". Click The Value\_if\_false Field And Type "No". Click The Ok Button. Click The Align Right Button.

### **Prove It Microsoft Excel Test Quiz / Practice Test**

About 3 months after taking a "Proveit" test for a job that included Word and Excel, I took and passed a Microsoft Certification exam in Word and Excel. (So I am now a "Certified specialist".) (Exam had a 50 minute time limit, with minimum score of 70% to be certified - although I got over 90% on both).

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