



Microsoft Office Skills Assessments (WORD2010/EXCL2010/PPNT2010)

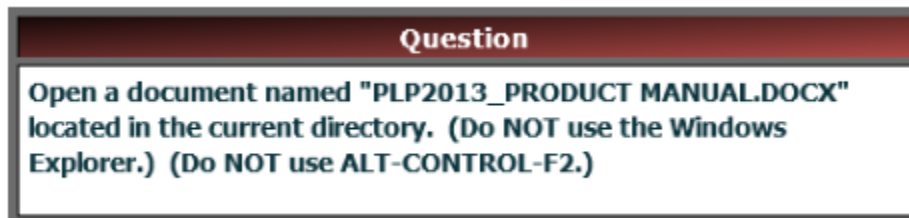
Preparation Guide

The Microsoft Office Skills Assessments

OVERVIEW

Pacific Gas and Electric Company believes it is critical that employees have the basic ability to succeed on the job. The Microsoft Office Skills assessments are standardized to ensure that everyone who wants to be considered for our jobs receives a fair and objective opportunity to demonstrate their abilities. The Microsoft Office Skills assessments are three separate tests for Microsoft Word 2010, Microsoft Excel 2010, and Microsoft PowerPoint 2010. A job may require one, two, or all three of the Microsoft Office Skills assessments. These assessments have been professionally validated to ensure job-relatedness.

Each assessment will include a practice tutorial before the scored portion of the assessment. The scored portion of the assessment is timed for 30 minutes and includes 35 tasks to complete related to the topics listed, and each task will be displayed in a box as shown below.



Microsoft Word 2010 (WORD2010)

- Printing
- Tables and Graphics
- Editing
- Tools and Automation
- Formatting
- File Management

Microsoft Excel 2010 (EXCL2010)

- Printing
- Customizing Excel
- Analysis
- Graphics
- Editing
- Tools and Automation
- Formatting
- File Management

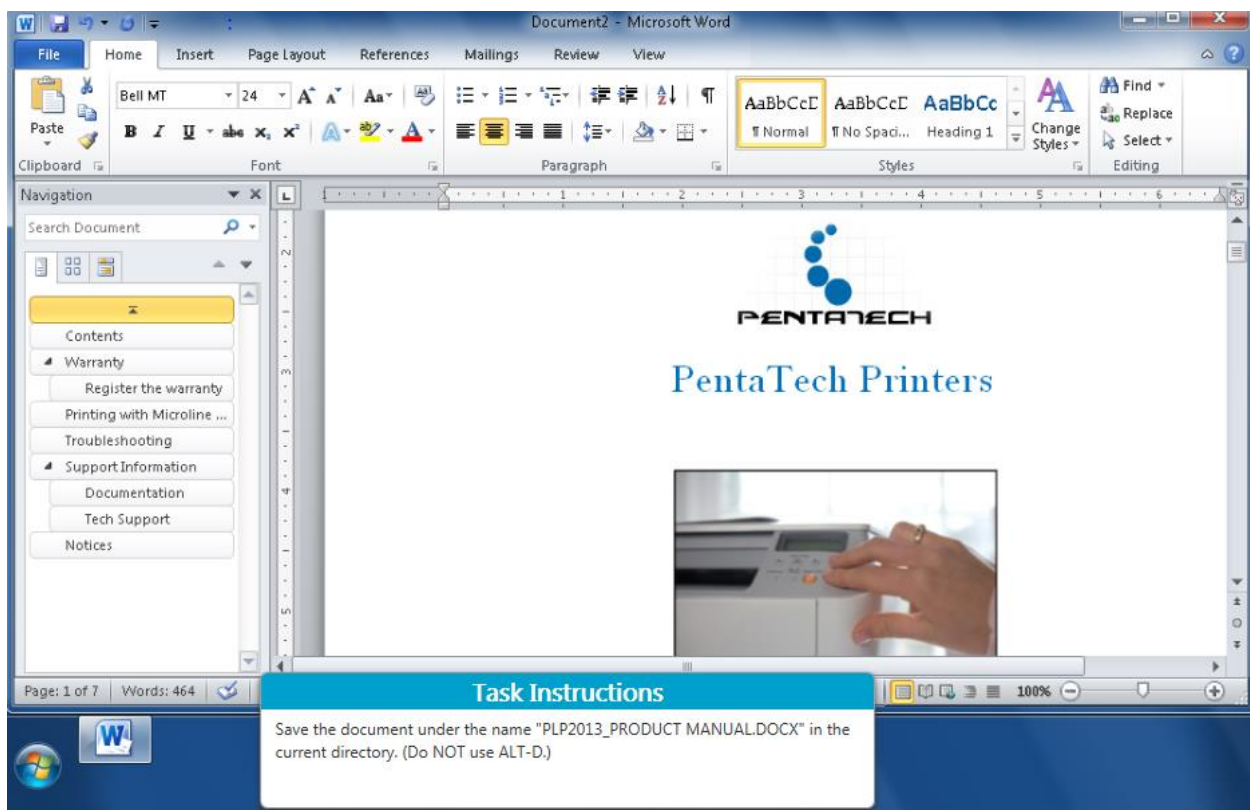


Microsoft PowerPoint 2010 (PPNT2010)

- Printing
- Internet
- Slide Formatting
- Text and Graphics
- Tools and Automation
- Formatting
- Sorter/Slide Show
- File Management

SCREEN DEMONSTRATION

During the assessment your screen will have the relevant Microsoft Office program open, with the task instructions on the bottom of the screen, similar to the screen pictured below:



ADDITIONAL RESOURCES

- Microsoft Office Training Courses: <https://support.office.com/en-us/article/Download-Office-2010-training-7f477c0f-d72f-4848-b960-98bf08d779ab>
- Employees can sign up for Microsoft Training Courses through My Learning with prior supervisor approval

DO YOUR BEST

Additional resources for improving your understanding of the concepts above using the Microsoft Office programs may be found at your local libraries, bookstores, and online. You may also practice using a computer, keyboard, and mouse if you are not comfortable with these.

We hope you find this information helpful. Make sure that when you are scheduled to take the assessment(s) you are physically and mentally alert and ready to do your best, or you should reschedule your test session.