NOCTI

PILOT ASSESSMENT BLUEPRINT
Administrative Assisting (1222)
Skill-Based (Performance)

Job Description	**Spreadsheet Usage with Raw Data** Participant will work with pre-existing raw data in Microsoft Excel to edit and reformat content, apply formulas, and create structured tables.
Administration Time	40 minutes
Equipment, Supplies, and Materials Required	• Computer with no internet access (must have access to Microsoft Excel) • Paper and pencil for notes • The supplemental materials included in the "Job 3 – Student Materials" and "Job 3 – Evaluator Materials" folders