



Tosa Skills Framework

Google Sheets

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Introduction
to Tosa Skills Framework
For Tosa Assessment and Certification

Tosa® (Test on Software Applications)

Tosa assessments and certifications will determine and validate a candidate's proficiency and skill level in software applications used in a professional environment. Tosa assessments and certifications are designed to validate individuals' digital skills (students, trainees, employees, or jobseekers) in supporting their employment, professional or academic objectives.

Tosa assessments and certifications employ the Adaptive Testing methodology, which creates a personalized testing experience adapted to a candidate's skill level for a selected software application. The score is based on the Item Response Theory using a 3-parameter logistic model, like the GMAT scoring method. Adaptive-based testing selects questions that challenge candidates to the limit of their knowledge and abilities.

Tosa Skills Framework Objective

This Tosa framework provides an overview of the subject areas being assessed during the Tosa Assessments and Certification exams. Tosa validates candidate proficiency in the most popular Google professional software programs using a score on a scale from 0-1000 for the Certification, and a score divided into five levels, from "Beginner" to "Expert", for the Assessment.

The objective of this document is to present an overview of the technical skills associated with each of the four main Google Sheets domains within each proficiency level. This information will also support educators and trainers in tailoring their training program to achieve desired proficiency levels.

Unique Tosa Scoring

The Tosa assessments and certifications are based on a unique score, divided into five levels.

- ranging from 1 to 1000 for the certification.
- divided into five levels, from Beginner to Expert, for assessment.

Tosa® levels	Corresponding Tosa® score	Certification status & documents issued
Expert	876 - 1000	Certification earned - diploma & Credly digital badge issued
Advanced	726 – 875	Certification earned - diploma & Credly digital badge issued
Productive	551 – 725	Certification earned - diploma & Credly digital badge issued
Basic	351 – 550	Certification earned – diploma issued
Beginner	1 – 350	Certification failed - certificate of completion issued

Google Sheets domains and subdomains

Environment/ Methods	<ul style="list-style-type: none"> ■ Knowing the software environment and using the main functions ■ Using editing tools ■ Organizing spreadsheets/worksheets/tables
Functions	<ul style="list-style-type: none"> ■ Handling formulas ■ Using calculation functions in formulas ■ Identifying and inserting database calculation functions
Formatting	<ul style="list-style-type: none"> ■ Applying and handling conditional formatting ■ Creating, and editing digital formats ■ Formatting data in a spreadsheet (formulas, texts, and graphs)
Data manipulation	<ul style="list-style-type: none"> ■ Creating and handling graphs ■ Creating and editing pivot tables ■ Using data management features

About the Google Sheets certification

The Tosa Google Sheets Certification relies on a database of more than 250 questions. It is composed of 35 questions and lasts 1 hour. The algorithm adapts to each answer of the candidates to adjust the difficulty level of the questions until they reach the exact definition of the candidates' level by calculating the limit of their high skills.

Since the test is adaptive, the series of questions that each candidate gets is unique for each test. This uniqueness allows for a more accurate evaluation of the candidate's level. It also limits cheating and the memorization of questions on different passages.

Our platform allows individuals to take the certification in class, in an approved testing center, or remotely via our integrated asynchronous online proctoring solutions.

Our remote proctoring solutions provide added flexibility for both the administrator and the candidate, allowing the certification exam to be taken anywhere, at any time. The candidate only needs an internet connection and a computer equipped with a working webcam and microphone.

Candidates receive a numeric score out of 1000 points associated to a proficiency level on a five-level scale. Candidates who score between 1 and 350 points don't earn the certification. They will not receive a diploma but a certificate of completion. Candidates who score 351 points or above earn the certification. They will receive a diploma by email within five (5)

business days. If candidates score 551 points or above, they will also be eligible to a Credly digital badge. There is no requirement to be eligible to take the exam, but our recommendations to be well prepared on exam day are:

- Take at least one Tosa Google Sheets adaptive assessment to estimate your level and get familiar with the test format
- Use free practice tests on our website for training
- Follow e-learning or training courses (average duration per level is between 10 and 15 hours per certification so around 150 hours total)

Tosa certification diplomas are valid for three years from the date of issue as skill levels evolve or decline over time, depending on the use of the software. New software and software versions are released every year, and skills must be updated. We cannot legitimately certify a digital skills level for more than three years. Limiting the certification validity reinforces the need for life-long learning and professional development.

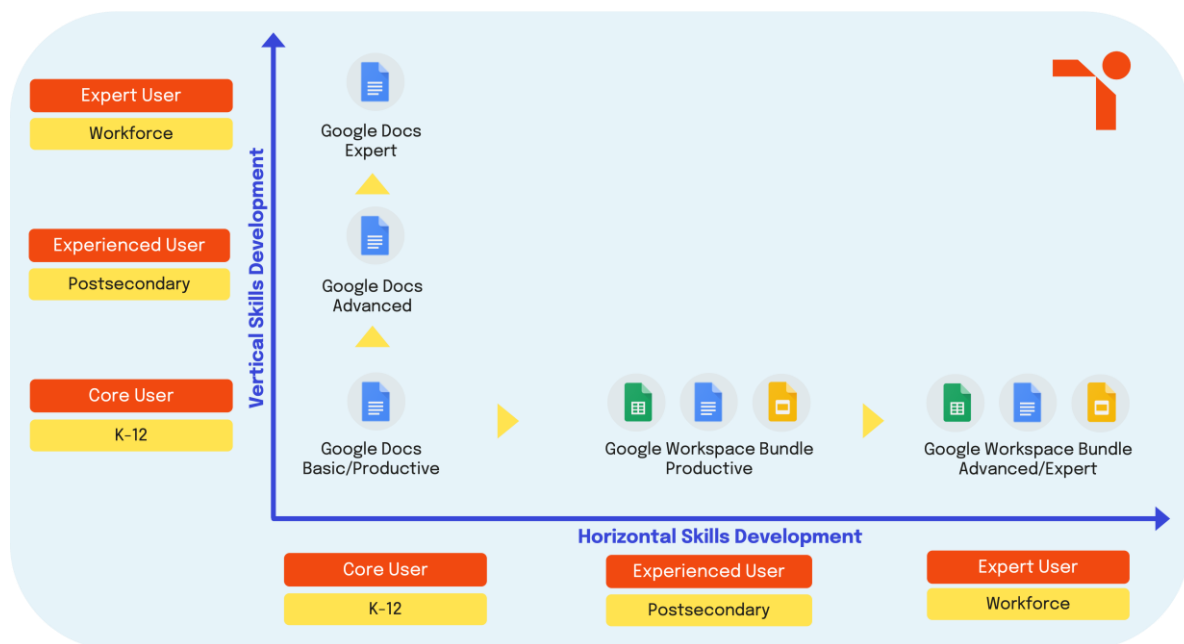
Tosa certifications can be retaken when it is expired. Earners willing to improve their score and level can also retake the exam at any time.

Tosa Sequence for Progressive Skills Development

Students and professionals can tailor their certification journey with Tosa, demonstrating their expertise in ways that align with their unique needs and goals.

With the **Tosa Google Sheets Certification**, starting at a basic level, users can progress vertically, advancing to productive, advanced, and expert levels as their skills grow. This clear path encourages continuous improvement and validates each stage of their development. Tosa's structure makes it easy to track progress and showcase evolving expertise.

With the **Tosa Google Workspace Bundle Certification**, users can expand their skill set horizontally across Google Workspace applications, mastering interconnected applications that touch on a broader range of competencies. This flexible approach empowers individuals to develop both depth and breadth in their skillset, enhancing career prospects and workplace versatility.



Level 1 – Beginner User

Between 1 and 350 points

The Beginner Proficiency is set for a score from 1 to 350, which is the lowest Tosa score category. Achievement of the Beginner score defines little or limited knowledge of the Sheets application, including the application's basic functions and features, highlighting the inability to use the application in a professional environment.

Overview

Domains	Skills Assessed
Environment/ Methods	<ul style="list-style-type: none">➤ Open a spreadsheet➤ Set a print area of the spreadsheet➤ Identify the interface tabs
Functions	<ul style="list-style-type: none">➤ Enter a simple formula in a cell➤ Enter a time in a cell➤ Recognize the ERROR symbol
Formatting	<ul style="list-style-type: none">➤ Format table text with bold and italics➤ Format a table with borders➤ Apply, define, and modify a cell
Data Manipulation	<ul style="list-style-type: none">➤ Perform a simple sort➤ Filter data➤ Insert a simple graphic object

Level 2 – Basic User

Between 351 and 550 points

Prior to the acquisition of the skills of the Basic level, the candidate will have mastered the skills of the Beginner level.

Environment and Methods

Candidates demonstrate a basic knowledge of the Sheets environment; they can open the spreadsheet work through columns and rows and are familiar with the options available on the interface ribbon.

Candidates can modify a spreadsheet and the Sheets environment. They can copy a file with a new name, set a print area, and change columns width and rows height. They can insert rows, columns, and cells, and can perform cut-and-paste operations.

Business application: in a professional context, these skills allow, for example, a sales profile to consult and modify follow-up tables or sales action plans.

Functions

Candidates can perform simple calculations, including entering formulas.

The Basic-User candidates can perform mathematical operations like addition, subtraction, multiplication, and division within a spreadsheet and insert a time or sum in a cell.

Business application: in a professional context, these skills allow, for example, a sales profile to master basic formulas (simple calculations, concatenation, percentages, etc.) to create a simple sales table.

Formatting

Formatting in Sheets at the Basic level mobilizes skills to use the most appropriate style to represent spreadsheet data according to the categories of users and their specific needs. At this level, candidates can choose and implement a style adapted, using the formatting specific to Sheets, to facilitate the reading of the information.

Business application: in a professional context, these skills allow, for example, a sales profile to organize its spreadsheet as a customer management tool by putting its data in table form, using sorting and filtering (simple and advanced), and exploiting tools such as "Subtotal".

Data Manipulation

Charts

The Basic-User candidates are expected to be able to represent a data series via a simple chart, create a data series and insert a simple graph, to highlight a series of data.

Sorting data

The Basic-User candidates can sort worksheet data and recognize and read a pivot table and perform auto-sorting.

Business application: in a professional context, these skills allow, for example, a sales profile to manage data to extract, sort, and classify customer data, to draw up graphs to monitor and/or track sales.

Overview

Domains	Skills Assessed
Environment/ Methods	<ul style="list-style-type: none"> ↪ Identify rows and column names ↪ Identify what are spreadsheets and sheets ↪ Set a print area ↪ Change rows and columns' heights and width ↪ Copy/Paste in different situations
Functions	<p>Calculations and formulas:</p> <ul style="list-style-type: none"> ↪ Identify calculation priorities ↪ Apply the MAX and MIN functions ↪ Apply the OR, IF, and SUMIF functions ↪ Determine the impact of deleting a row or column
Formatting	<ul style="list-style-type: none"> ↪ Master the format cells: color, font, bolding, and alignment ↪ Use different styles ↪ Use the Format Painter tool
Data Manipulation	<p>Charts:</p> <ul style="list-style-type: none"> ↪ Create a chart in a worksheet ↪ Position a chart within a worksheet <p>Sorting data:</p> <ul style="list-style-type: none"> ↪ Recognize and read a pivot table ↪ Perform auto-sorting: sort in ascending/descending order

Level 3 – Productive User

Between 551 and 725 points

Prior to the acquisition of the skills of the Productive level, the candidate will have mastered the skills of the Basic level.

Environment and Methods

Productive-Users can manipulate a large data range (more than 12 rows or columns), can use the shortcut keys to select and move the range, and are also familiar with the fill handle. They can also duplicate a worksheet.

Candidates can export a file in PDF format or other various print options, (printing of all or part of a worksheet). Selecting a print format (A4, Letter, etc.) and inserting a header or footer are demonstrated capabilities.

Business application: in a professional context, these skills allow, for example, an accounting profile to establish and organize documents (closing of accounts, audits) but also to be able to share them regardless of the size of the documents.

Functions

Calculations

Productive-Users have good knowledge of Sheets calculation methods and can distinguish and use absolute and relative references in formulas.

They can also copy or move a cell containing a formula and know how to use text in a formula.

Formulas

The Productive-Users candidates are competent with formula writing rules and can easily create long formulas containing several mathematical operators and referring to multiple cells, recognizing simple statistical functions such as (SUM, AVERAGE, MAX, and MIN) and can use them easily.

They use FILTER and ARRAY FORMULA functions.

Business application: in a professional context, skills in the use of formulas (sum, average, percentage, ratio, calculation with dates...) allow, for example, an accountant profile to calculate the provision for paid vacations, establish a depreciation table, or update a provision.

Formatting

Cell formatting

Productive-Users validate a strong ability to easily manipulate the principal cell content formats (text, scientific, standard, percentage, currency, date) and use a numeric separator, merge cells, change the alignment of a cell's contents and copy formatting.

The candidates demonstrate a good knowledge and ability with conditional formatting and can apply specific formatting to high and low cell values, including spell-checking a spreadsheet and applying suggested corrections.

Creating and formatting a table

The Productive-Users candidates can create a table from a data range and apply a table style.

Inserting graphic objects

The candidates can insert and move graphic objects such as pictures and shapes.

Business application: in a professional context, these skills enable an accountant to format a table and present figures to prepare a report and a dashboard from an accounting balance. They can manage the display of databases: Freeze panes, Split, New window...

Data Manipulation

Chart formatting

Productive-Users can format a chart, enlarge, or shrink it, change the colors of a represented data series, insert a title or legend, or edit data labels.

Pivot tables

Although not pivot table experts, the Productive-User candidates understand the utility and purpose of such tables and can recognize and analyze the data.

Data

The Productive-User candidate can find, replace, and select data.

Business application: in a professional context, these skills allow an accountant to use subtotals, sorting, filters, and logical functions such as IF, AND, OR, to organize their tables. The accountant can also build a database and highlight the significant facts of the annual accounts thanks to the creation of graphs and dynamic tables.

Overview

Domains	Skills assessed
Environment/ Methods	<ul style="list-style-type: none"> ✦ Customize Ribbon tabs ✦ Use keyboard shortcuts ✦ Establish a working group ✦ Paste and transpose values ✦ Paste formats ✦ Save a document in PDF format ✦ Master the printing options ✦ Insert Headers and Footers
Functions	<ul style="list-style-type: none"> ✦ Copy or move a formula ✦ Use text in a formula ✦ Create long formulas with several mathematical operators ✦ Use simple statistical functions: SUM, AVERAGE, MAX, MIN ✦ Use the FILTER function ✦ Use the ARRAY FORMULA function in conjunction with other basic functions
Formatting	<ul style="list-style-type: none"> ✦ Merge cells ✦ Master conditional formatting ✦ Use the spell checker ✦ Center text across several columns ✦ Insert images ✦ Insert graphic objects
Data Manipulation	<ul style="list-style-type: none"> ✦ Find, replace, and select data ✦ Use advanced filters ✦ Insert and modify chart titles and legends ✦ Insert a chart's data series ✦ Print a chart ✦ Recognize a pivot table ✦ Analyze data in a pivot table ✦ Filter table data

Level 4 - Advanced User

Between 726 and 875 points

Prior to the acquisition of the skills of the Advanced level, the candidate will have mastered the skills of the Productive level.

Environment and Methods

Backstage view, file formats, file protection

The Advanced-User candidates have advanced knowledge of the File tab. They can also demonstrate the ability to protect a worksheet or spreadsheet.

Task automation

The Advanced-User candidates can automate some Sheets tasks, recording and running a simple macro.

Business application: in a professional context, these skills allow, for example, a logistics manager to adapt the display of tables to his needs according to their size. They can also use macros to automate certain tasks.

Functions

Calculations

The Advanced-User candidates master all types of calculations, even the most advanced, demonstrating the ability to use multi-sheet and multi-spreadsheet formulas with ease. They can also competently use Name Manager to manage the names of cell ranges.

Functions

The Advanced-User candidates have advanced knowledge of formulas and functions.

They use the date functions (TODAY, DAY, MONTH, WEEKDAY, etc.), time functions, and text functions.

They master the three IMPORT functions: RANGE, HTML, and XML.

They use the QUERY() function.

Database calculations

The Advanced-User candidates are highly competent in displaying subtotals in a list or data range (SUBTOTAL). They are also familiar with the SUMPRODUCT function and create array formulas.

Business application: in a professional context, the use of complex formulas (QUERY) allows, for example, a logistics manager to control stocks and analyze sales.

Formatting

Formatting and page layout

The Advanced-User candidates master formatting and page layout tools, configuring advanced conditional formatting. They efficiently use spreadsheet themes, margin changes, and the orientation of a worksheet, manage page breaks, and insert footers and headers.

Graphic objects

The Advanced-User candidates can insert and manage graphic objects, pictures, shapes, or screenshots. They have a good knowledge of how to format graphic objects (color, shape, indentation, fill), modify shapes, and reorganize objects.

Business application: in a professional context, these skills allow, for example, a logistics manager to use Sheets formatting tools to monitor the consumption of specific customer markets, convert the data in his tables into graphs, or monitor the invoices of service providers.

Data Manipulation

Extended tables and database

The Advanced-User candidates can manage large tables and databases, use advanced sort/filter functions, and can perform multi-criteria / customized sorting, and use complex filters to extract data. They also display a strong competence in defining table style options (header row, total row, striped rows, columns, first column, last column).

Chart analysis

The Advanced-User candidates are familiar with advanced chart tools and the full range of chart templates including advanced charts. They can perform advanced editing of charts, such as overlaying charts and changing axis units, using a secondary axis incorporating the use of trend lines.

Pivot table creation and analysis

The Advanced-User candidates master the analysis and creation of pivot tables, generating pivot tables from a database, manipulating various data sets, updating pivot table data, and formatting pivot tables.

Business application: in a professional context, these skills allow, for example, a logistics manager to anticipate future consumption, transmit supply needs to the purchasing manager, and manage stocks.

Overview

Domains	Skills assessed
Environment/ Methods	<ul style="list-style-type: none"> ➤ Protect a sheet or range ➤ Master the Navigation pane ➤ Customize the interface ➤ Customize the Quick Access Toolbar ➤ Download/export with the correct type of extension ➤ Restore a version of the document ➤ Recognize file formats ➤ Run recorded macros
Functions	<ul style="list-style-type: none"> ➤ Use multi-sheet and multi-spreadsheet formulas ➤ Use data, time, and text functions ➤ Generate random numbers ➤ Rank values ➤ Use 3 regular IMPORT functions (RANGE, HTML, XML) ➤ Use custom arrays within other functions ➤ Use the QUERY function
Formatting	<ul style="list-style-type: none"> ➤ Apply conditional formatting with a formula ➤ Insert symbols/ special characters ➤ Apply advanced manipulation of graphic objects ➤ Manage page breaks ➤ Insert a screenshot ➤ Arrange objects
Data Manipulation	<ul style="list-style-type: none"> ➤ Complete multi-criteria and custom sorts ➤ Master data consolidation ➤ Use slicers ➤ Use complex filters to extract data ➤ Create, manage, and format a pivot table ➤ Select, copy, move and delete the pivot table ➤ Remove duplicates

Level 5 – Expert User

Between 876 and 1000 points

Prior to the acquisition of the skills of the Expert level, the candidate will have mastered the skills of the Advanced level.

Environment and Methods

Customization and automation of the Excel environment

The Expert-User candidates possess complete mastery of the Sheets environment: all tabs and their associated functions. They are familiar with all Sheets views and can link worksheets.

Expert-Users can customize the Sheets environment. They are familiar with the various printing options such as printing in color or printing several pages on a single sheet. They can also create complex macros.

Candidates master the Sheets functions associated with the exchange, protection, and review of data. They can import external data, view the connections to external data, and can update data as well as export and share it.

They fully understand all the options for protecting spreadsheets protecting cells, sheets/spreadsheets, and allow or disallow modifications to a spreadsheet. They display expert competency in inserting, deleting, and managing comments.

Business application: in a professional context, these skills allow, for example, a financial analyst to perfectly organize their files and their contents to be able to modify them and keep them in the appropriate format.

At this level, the candidate can train on the software.

Functions

Calculation methods

The Expert-User candidates have comprehensive knowledge of calculation methods using the advanced Name Manager Options and formula auditing features such as Error Checking.

Writing and decoding advanced formulas

The Expert-User candidates display expert competency in Sheets formulas displaying application knowledge with array functions such as (INDEX, MATCH, OFFSET, etc.), information functions (ISNA, ISNUMBER, ISBLANK, etc.), financial functions (PMT, NPER, RATE, etc.) and advanced date functions (NETWORKDAYS, WORKDAY, DATEDIF, etc.). They possess expert knowledge of the function library and can browse the library for new functions.

Business application: in a professional context, the use of specific complex formulas (INDEX, EQUIV, VPM, NPM, DATEDIF, etc.) allows, for example, a financial analyst to analyze company balance sheets, to perform comparative analyses of data or to establish in-depth studies in the event of a takeover or sale.

At this level, the candidate can train on the software.

Formatting

Editing and formatting

The Expert-User candidates master all the spreadsheet formatting and editing tools and are thoroughly familiar with the numerous cell formats. They can Group and Ungroup data and insert subtotals show or hide data elements, insert hyperlinks in a worksheet, and can also create custom lists.

Business application: in a professional context, mastering the formatting tools on Sheets allows, for example, a financial analyst profile to interpret the value of the company or to analyze the company's balance sheets, as well as to collect financial and economic information and format it.

At this level, the candidate can train on the software.

Data Manipulation

Calculation analysis and simulation

The Expert-User candidates master advanced data analysis tools such as data conversion and AutoFill. They can use the Remove Duplicates and Data Validation.

Pivot tables

The Expert-User candidates master the creation and analysis of pivot tables, displaying a thorough knowledge of pivot table tools and options, and can manipulate all types of data. They can show totals and subtotals, use summary functions, and are also thoroughly familiar with pivot table formatting, generating pivot tables, and the various ways to update pivot tables data.

Graphic analysis of data

The Expert-User candidates possess expert knowledge of chart types and know how best to present them including competent chart formatting and editing. They can easily edit data sources, manage chart axes and data labels, and can create complex charts, and insert and customize Sparklines.

Business application: in a professional context, these skills allow, for example, a financial analyst to present data in the form of pivot tables or graphs. They can choose the appropriate graph according to the nature of the data to be exploited.

At this level, the candidate can train on the software.

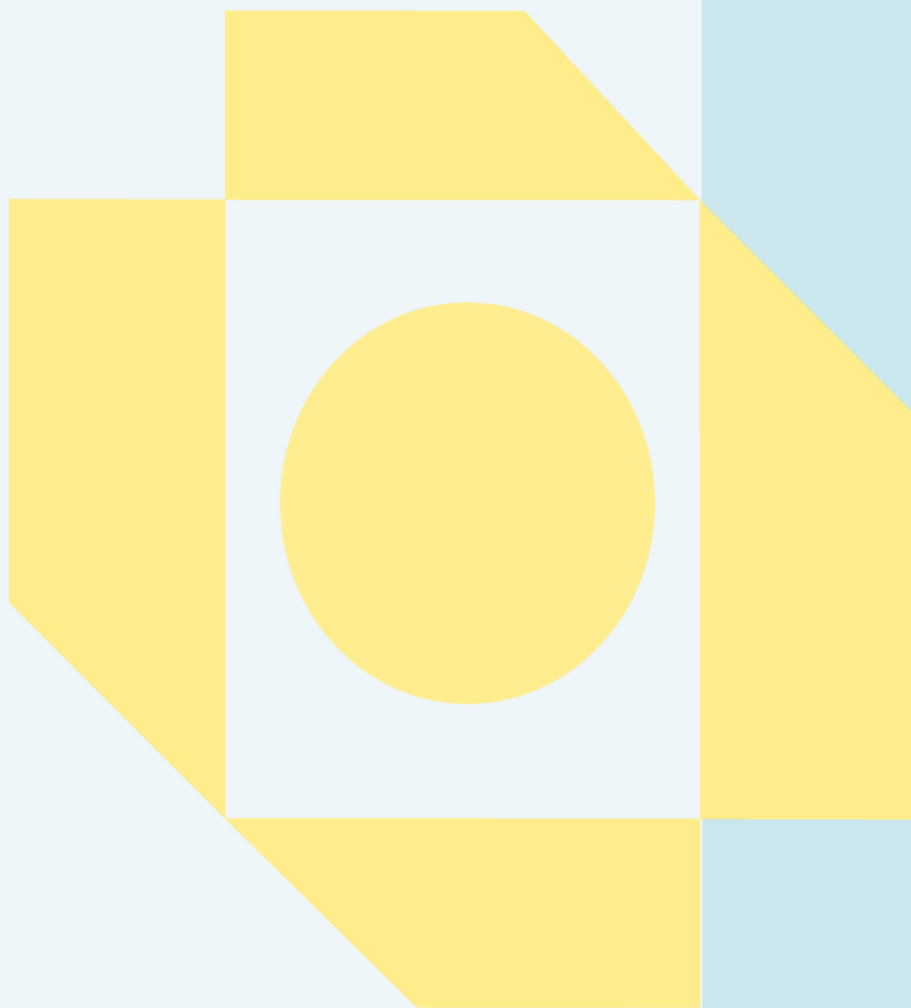
Overview

Domains	Skills assessed
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<p>Environment/ Methods</p>	<ul style="list-style-type: none"> → Open, and create a complex macro → Handle and execute a complex macro → Import data → Actualize external data → Export and share data
<p>Functions</p>	<ul style="list-style-type: none"> → Use worksheet calculation functions → Use calculation options → Master complex array functions (INDEX, MATCH, OFFSET) → Master information functions (ISNA, ISNUMBER, ISBLANK, etc.) → Master financial functions (PMT, NPR, RATE, etc.)
<p>Formatting</p>	<ul style="list-style-type: none"> → Manage special paste and formats → Manage ranges in a spreadsheet → Manage hyperlinks
<p>Data Manipulation</p>	<ul style="list-style-type: none"> → Master data → Use and manage all options of a pivot table → Master totals, subtotals, and various calculations → Insert and customize Sparklines → Create complex charts Use totals and subtotals in pivot tables



Your skills. Your advantage.



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