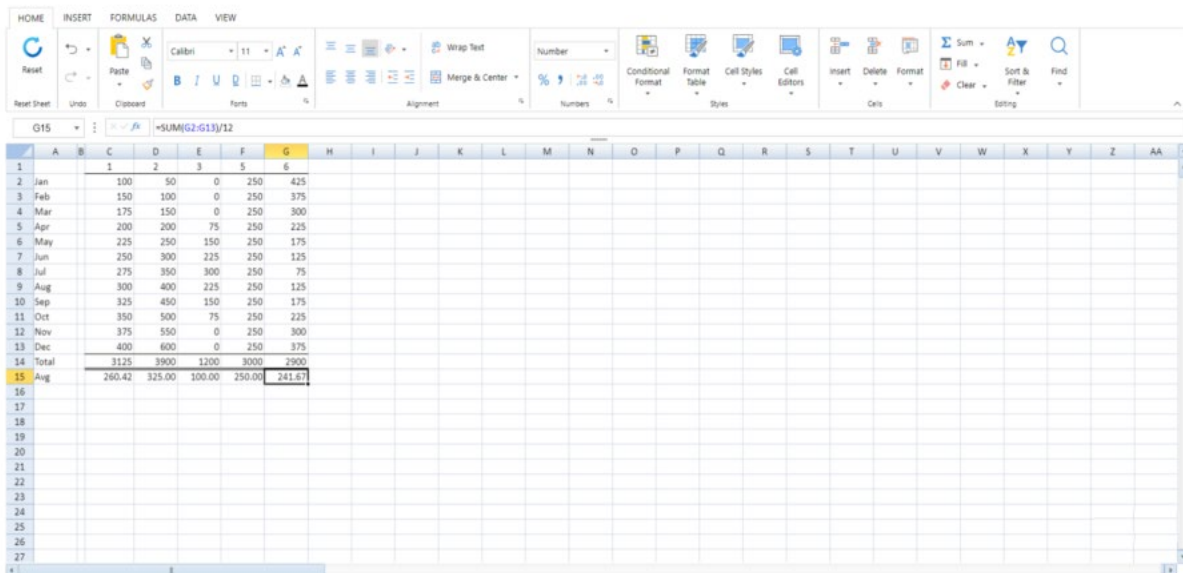# New Pearson VUE Spreadsheet Functionality for CAS Exams

Pearson VUE has recently enhanced the spreadsheet functionality to include a more fully functioning toolbar—one that more closely resembles typical spreadsheet applications used in everyday settings. Starting with the April/May 2024 exam sitting, candidates can expect to see this updated spreadsheet on **all CAS exams** at Pearson VUE test centers.

Candidates are encouraged to review this document, which outlines the new features and functions, as well as the New Item Type Samples to prepare for the exam environment. If you have any questions, please reach out to casexams@casact.org.

The spreadsheet grid and its toolbar are rendered onscreen within the test item interface. It is not a standalone application in this instance, but rather is embedded in the test driver's user interface.

Menus and Associated Features

Home
- Reset sheet
- Undo (undo, redo)
- Clipboard (cut, copy, paste, paste options menu)
- Fonts (font face, size, styling, border, color, cell fill, and provides access to the format cells dialog)
- Alignment (horizontal and vertical alignment, indent, text angle submenu, merge/center options, text wrap, quick access to format cells dialog)

- Number formatting options (percentage, comma style, decimal places)
- Styles (sub-menus for conditional formatting, formatting tables, cell styles, cell editors)
- Cells (submenus for insertion, deletion and formatting)
- Editing (basic functions with sub-menu options for Sum, Fill, Clear, Sort & Filter, and Find)

Insert
- Tables
- Charts (Column, Line, Bar, Pie, Area, Scatter, Radar, Funnel, etc. and sparklines
- Illustrations (shapes and lines)

Formulas
- Functions Library (categorized lists: AutoSum, Financial, Logical, DateTime, Lookup/Ref, Math & Trig, Statistical, Engineering, Information, Database
- Formula Auditing

Data
- Sort & Filter
- Data Tools
- Outline

View
- Show/Hide (Row & Column headers, Horizontal & Vertical gridlines
- Zoom (zoom pre-set options, 100% reset & zoom to selection)
- Viewport (freeze & unfreeze panes)

Functionality limitations

For use in proctored testing, there are some aspects of this item response type to be aware of:
- **There is no traditional File menu functionality.** The File menu for a typical spreadsheet application allows the user access to the computer's file system in order to do things like save to file, find and open documents or data sets, and import data from external sources. When this spreadsheet is offered as a test delivery response type, the test delivery system manages saving the sheet and the state of the response.
- **There is a Reset function** on the Home view of the toolbar (the left-most function shown in the illustration above). This allows a test-taker to quickly reset the current worksheet to the original state as it was presented to them, prior to having manipulated any cells or values on the sheet. It is guarded by a simple "Are you sure?" warning as a reset cannot be undone.
- **This is not a workbook** (i.e., a related set of worksheets in a single document). The spreadsheet response type offers a single worksheet per instance.
- **There is no searchable Help menu.** Formulas provide standard syntactical guidance via tool tips and the Insert Function Dialog, but there is no help library of examples.

A complete list of the Pearson VUE Spreadsheet Functions is available on the [Pearson VUE/CAS website](#).