Spreadsheet FAQs

The Uniform CPA Examination (the Exam) includes access to a spreadsheet that can be used to calculate responses and organize data provided. Below are the most frequently asked questions about the spreadsheet.

What is the spreadsheet?

The Exam spreadsheet is a tool with a Microsoft Excel-like look and feel. The spreadsheet has the functionality necessary to complete the Exam; however, you are not required to use the spreadsheet to complete any of the Exam questions. For security reasons, certain features generally available in spreadsheet applications have been disabled in the Exam.

It is strongly recommended that candidates take the Sample Test to become familiar with the spreadsheet and its features and functionality before sitting for the Exam.

When is the spreadsheet available during the Exam and can the size and position be changed?

- The spreadsheet is available to use throughout the Exam, including both multiple-choice question (MCQ) testlets and task-based simulation (TBS) testlets.
- The spreadsheet window can be resized and moved anywhere on the screen.
- Click on the "Save & Close" button to hide the spreadsheet window.
- Click on the "Spreadsheet" icon to reopen the spreadsheet.

Can I copy and paste information from an MCQ or TBS into the spreadsheet?

- Yes. The functions below are available only by using the following hot keys:
  - Cut: Ctrl-X
  - Copy: Ctrl-C
  - Paste: Ctrl-V
- These hot keys **must** be used to copy and paste content from the MCQ or TBS into the spreadsheet, or from the spreadsheet into a response field in a TBS. There are no copy-and-paste buttons in the spreadsheet ribbon or menu.
- To select, you will need to use your mouse and cursor to highlight the applicable text or table[1] and then use the hot keys to copy and paste. When pasting, click on a cell to ensure that the spreadsheet is in focus.
- Inspect the copy you pasted to ensure that the information that was highlighted has been copied over into the spreadsheet. If information is missing, highlight a smaller amount of information and copy tables independently of the surrounding text.

Can I use undo and redo when working in the spreadsheet?

- Yes. The functions below are available only by using the following hot keys:
  - Undo: Ctrl-Z
  - Redo: Ctrl-Y
- You **must** use these hot keys to undo and redo actions in the spreadsheet. There are no undo and redo buttons in the spreadsheet ribbon or menus.

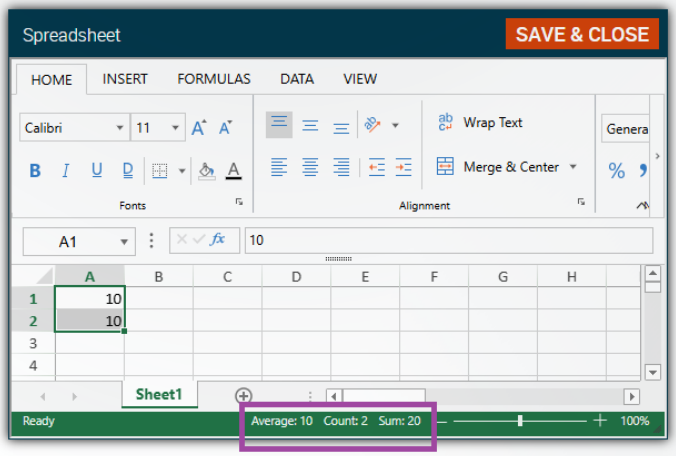
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[1]Ctrl-F (Find) and Ctrl-A (Select all) are not available in the Exam. Please note that these hot keys may be available in the Sample Test.

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Are formulas available in the spreadsheet?

- Yes. The formulas that you use in Microsoft Excel are available in the Exam spreadsheet.
- The Exam spreadsheet formula wizard does not have the same amount of instructional information as Excel's formula wizard.
- You should practice with frequently used formulas and the formula wizard in the spreadsheet available in the Sample Test.
- Use only the calculations and formulas in the spreadsheet cells. Do not rely on the status bar located at the bottom of the spreadsheet, as highlighted in the image below.



Will the spreadsheet save my work during the Exam?

- Your work in the spreadsheet will autosave periodically, and your work is saved even while the spreadsheet is closed.
- Your work will remain in the spreadsheet when you navigate between questions within the same testlet.
- The spreadsheet automatically clears when you submit a testlet. The spreadsheet will be blank when you move to a new testlet.

It is strongly recommended that candidates familiarize themselves with the spreadsheet and its features and functionality before sitting for the Exam by taking the Sample Test.

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