

Test Results for: jane moyer

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Company Name : TBS Demo Account

Company ID: Technology Based Solutions

Test Administrator/Recruiter's Email : tbsjim@aol.com

Test Name : Microsoft Word 2000 - Normal User

Test Date : 3/2/2004

Elapsed Time : 00:06:32

Questions Correct : 25 out of 30

Percent Correct : 83%

Percentile Ranking : 70

Global Average : 71%

Detail Score Report [View *only* questions answered incorrectly](#)

Q#	Status	Topic	Type	Level	Time
1	Correct	Opening a Document	Application Basics	Basic	00:00:07
2	Correct	Typing in a Document	Application Basics	Basic	00:00:25
3	Incorrect	Save As	Application Basics	Basic	00:00:12
4	Correct	Selecting Text	Formatting Text	Basic	00:00:12
5	Correct	Changing Font Style	Formatting Text	Basic	00:00:04
6	Correct	Changing Font Size	Formatting Text	Basic	00:00:05
7	Correct	Centering	Formatting Text	Basic	00:00:03
8	Correct	Underlining	Formatting Text	Basic	00:00:03
9	Incorrect	Inserting the Date	Productivity Tools	Intermediate	00:00:16
10	Correct	Cutting Text	Application Basics	Basic	00:00:02
11	Correct	Pasting Text	Application Basics	Basic	00:00:02
12	Correct	Spell Check	Application Basics	Basic	00:00:15
13	Correct	Replacing Text	Productivity Tools	Intermediate	00:00:26
14	Correct	Margins	Formatting a Document	Intermediate	00:00:10
15	Correct	Page Numbering	Formatting a Document	Intermediate	00:00:19
16	Correct	Macros	Productivity Tools	Intermediate	00:00:15
17	Correct	Use Web Page Preview	Formatting a Document	Intermediate	00:00:07
18	Correct	Printing	Application Basics	Basic	00:00:04
19	Correct	Closing Documents	Application Basics	Basic	00:00:03
20	Correct	New Document	Application Basics	Basic	00:00:14
21	Incorrect	Create Merge Mailing Labels	Mail Merge	Advanced	00:00:58
22	Incorrect	Adding Fields to a Merge	Mail Merge	Advanced	00:00:11
23	Incorrect	Merging	Mail Merge	Advanced	00:00:15
24	Correct	Switching Between Documents	Productivity Tools	Intermediate	00:00:12
25	Correct	Columns	Formatting a Document	Intermediate	00:00:15
26	Correct	Inserting Tables	Using Tables	Intermediate	00:00:15
27	Correct	Formatting Tables	Using Tables	Intermediate	00:00:12
28	Correct	Using Email	Productivity Tools	Advanced	00:00:35
29	Correct	Go To	Productivity Tools	Advanced	00:00:11
30	Correct	Exit Word	Application Basics	Basic	00:00:04

Question Level Statistics

	Number of Questions	Number Correct	Total Percentage
Basic	15	14	93%
Intermediate	10	9	90%
Advanced	5	2	40%
Total	30	25	83%

Question Type Statistics

	Number of Questions	Number Correct	Total Percentage
Application Basics	10	9	90%
Formatting a Document	4	4	100%
Formatting Text	5	5	100%
Mail Merge	3	0	0%
Productivity Tools	6	5	83%
Using Tables	2	2	100%
Total	30	25	83%

Test Description

Microsoft Word is one of the most popular word processing applications. It is included in the Microsoft Office Suite, which also includes Excel and PowerPoint.

The Word 2000 Whole test consists of both the Normal User and Power User tests combined.

The Microsoft Word 2000 Normal User test is designed to test entry-level users of Word who edit, develop and create Word Documents. The test assesses the user's ability to create and develop a basic word processing document and a mail merge. This test includes basic, intermediate and advanced level questions and tests mastery of the most commonly used commands.

The Microsoft Word 2000 Power User test is designed to test very experienced users who need to create complicated Word documents such as brochures or long reports. This test assesses the user's ability to use more complex formatting features and advanced functions (including Index, Table of Contents, Tables and Columns) and includes intermediate and advanced level questions.

Tests for Microsoft Excel 2000, Microsoft PowerPoint 2000 and Microsoft Access 2000 are also available.

- Test takers, please contact your test administrator or recruiter for scoring guidelines.
- Administrators, please refer to the Scoring Guidelines page within the Resources section of your Administration Center for scoring guidelines.