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Test Results for: jane moyer

Company Name: TBS Standards Demo Account

**Test Administrator/Recruiter's
Email:** Jane@asktbs.com

Test Name: Software Literacy Test

Test Date: 10/16/2007

Elapsed Time: 00:10:35

Questions Correct: 50 out of 52

Percent Correct: 96%

Percentile Ranking: There are not enough results in the
Database to present an accurate
Percentile

Global Average: There are not enough results in the
Database to present an accurate %

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

Q#	Status	Topic	Type	Level	Time
1	Correct	Accessing Help	System Basics	Basic	00:00:09
2	Correct	My Computer	Files and Folders	Basic	00:00:04
3	Correct	Scrolling	System Basics	Basic	00:00:10
4	Correct	Minimizing a Window	System Basics	Basic	00:00:04
5	Correct	Closing a Window	System Basics	Basic	00:00:04
6	Correct	Changing Drives	System Basics	Basic	00:00:04
7	Correct	Running a Program	System Basics	Basic	00:00:05

8	Correct	Renaming a Folder	Files and Folders	Basic	00:00:16
9	Correct	Emptying the Recycle Bin	System Basics	Basic	00:00:19
10	Correct	Running Windows Explorer	System Basics	Basic	00:01:16
11	Correct	Creating a New Folder	Files and Folders	Basic	00:00:13
12	Correct	Deleting Folders	Files and Folders	Basic	00:00:07
13	Correct	Undo	System Basics	Basic	00:00:05
14	Correct	Sorting Files	System Basics	Basic	00:00:03
15	Correct	Copying Files	Files and Folders	Basic	00:00:32
16	Correct	Clock	Control Panel	Basic	00:00:04
17	Correct	Desktop Background	Control Panel	Basic	00:00:14
18	Correct	Opening a Document	Basic Commands	Basic	00:00:12
19	Correct	Typing in a Document	Basic Commands	Basic	00:00:12
20	Correct	Select Text	Basic Commands	Basic	00:00:07
21	Correct	Font Face	Formatting	Basic	00:00:07
22	Correct	Font Size	Formatting	Basic	00:00:06
23	Correct	Italics	Formatting	Basic	00:00:03
24	Correct	Underlining	Formatting	Basic	00:00:03
25	Correct	Centering	Formatting	Basic	00:00:03
26	Correct	Pasting	Editing	Basic	00:00:06
27	Correct	Replace	Productivity Tools	Basic	00:00:24
28	Correct	Spell Check	Basic Commands	Basic	00:00:09
29	Correct	Columns	Formatting	Basic	00:00:08
30	Correct	Printing	Basic Commands	Basic	00:00:05
31	Correct	Switch Between Documents	Basic Commands	Basic	00:00:16
32	Correct	Insert a Table	Inserting	Basic	00:00:18
33	Incorrect	View as a Web page	Formatting	Basic	00:00:06
34	Correct	Open a blank Document	Basic Commands	Basic	00:00:07
35	Correct	Closing Word	Basic Commands	Basic	00:00:03
36	Correct	New Presentation	Application Basics	Basic	00:00:10

37	Correct	Add Text to a Slide	Application Basics	Basic	00:00:16
38	Correct	Inserting Slides	Inserting	Basic	00:00:07
39	Correct	Editing text	Application Basics	Basic	00:00:17
40	Correct	Slide Navigation	Application Basics	Basic	00:00:02
41	Correct	Bold	Formatting Slides	Basic	00:00:04
42	Correct	Changing Views	Application Basics	Basic	00:00:07
43	Correct	Rearranging Slides	Application Basics	Basic	00:00:05
44	Correct	Moving Objects	Application Basics	Basic	00:00:18
45	Correct	Group objects	Formatting Slides	Basic	00:00:10
46	Correct	Insert Note	Inserting	Basic	00:00:25
47	Correct	Hide Slide	Formatting Presentations	Basic	00:00:08
48	Correct	Insert Chart	Inserting	Basic	00:00:28
49	Incorrect	Deleting Slides	Application Basics	Basic	00:00:05
50	Correct	Save As	Application Basics	Basic	00:01:00
51	Correct	Run Slide Show	Application Basics	Basic	00:00:11
52	Correct	Print Outline View	Application Basics	Basic	00:00:18

Question Level Statistics

	Number of Questions	Number Correct	Total Percentage
Basic	52	50	96%
Total	52	50	96%

Question Type Statistics

	Number of Questions	Number Correct	Total Percentage
Application Basics	11	10	91%
Basic Commands	8	8	100%
Control Panel	2	2	100%
Editing	1	1	100%

Files and Folders	5	5	100%
Formatting	7	6	86%
Formatting Presentations	1	1	100%
Formatting Slides	2	2	100%
Inserting	4	4	100%
Productivity Tools	1	1	100%
System Basics	10	10	100%
Total	52	50	96%

Test Description

This is a custom test.

- 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.

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