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|	
NAME:	**Sally Sample**
CANDIDATE ID:	**52501**
EMAIL:	**silverasoc@aol.com**
JOB APPLYING FOR:	**N/A**
INVITED BY:	**Diana Clarke (silverasoc@aol.com)**
ORGANIZATION:	**Demo**
TESTING TIME:	**19 Minutes 38 Seconds**
TEST VERSION:	**(V1)**
REPORT VERSION:	**SELECTION**

OFFICE SKILLS
WORD

SESSION STARTED:	SESSION COMPLETED:
09/04/2023 10:41 PM	09/04/2023 11:01 PM

TOTAL SCORE SUMMARY

The large circle represents the average of the scale scores included in this profile. Review individual scale details to understand strengths and potential areas for improvement.

66%

KNOWLEDGE LEVEL

66

- ■ 85 - 100 High
- ■ 70 - 84 Above Average
- ■ 40 - 69 Average
- ■ 30 - 39 Below Average
- ■ 1 - 29 Low
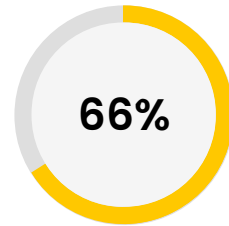
SCORE DETAILS

DIFFICULTY LEVEL SCORES

Beginner 8/10   Low — **80** — High

Intermediate 4/10   Low — **40** — High

Advanced 8/10   Low — **80** — High

AREAS EVALUATED

File Management 2/2

Low ———————————————————————————— High
`100`

Formatting 9/12

Low ———————————————————————————— High
`75`

Editing 1/3

Low ———————————————————————————— High
`33`

Tools and Automation 4/7

Low ———————————————————————————— High
`57`

Tables and Graphics 3/5

Low ———————————————————————————— High
`60`

Printing 1/1

Low ———————————————————————————— High
`100`
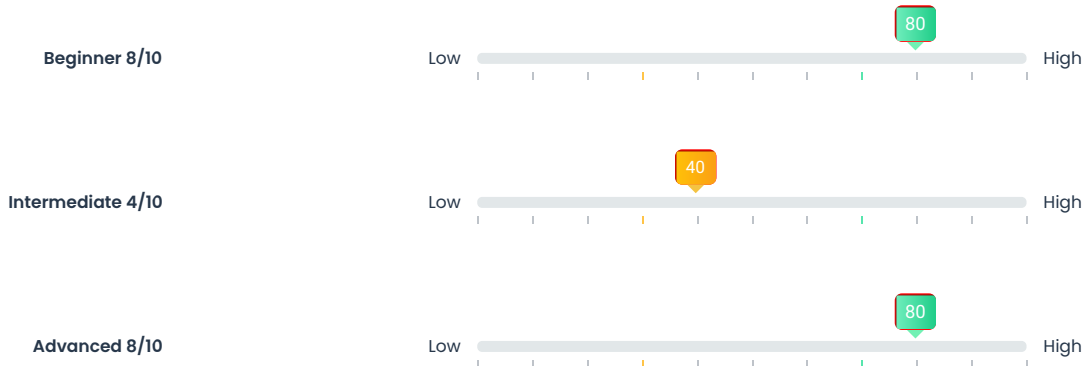
QUESTIONS

File Management

#	Topic	Completed	Correct/Incorrect	Time (Sec)	Difficulty Level
1	Saving Documents	✓	✓	30.331	BEG
25	Mark as Final	✓	✓	24.834	ADV
	Total		**2 / 2 (100%)**	**0.9 MIN.**	**N/A**

Formatting

#	Topic	Completed	Correct/Incorrect	Time (Sec)	Difficulty Level
2	Formatting Text	✓	✓	67.904	BEG
3	Formatting Paragraphs	✓	✗	47.92	BEG
8	Working with Bulleted Lists	✓	✓	14.943	BEG
9	Setting Margins	✓	✓	25.367	BEG
11	Wrap Text	✓	✗	77.406	INT
16	Working with Headers and Footers	✓	✓	34.372	INT
19	Using the Format Painter	✓	✗	53.028	INT
22	Viewing Documents	✓	✓	45.042	ADV
23	Hyperlinks	✓	✓	40.626	ADV
24	Adding Watermarks	✓	✓	21.707	ADV
27	Using Section Breaks	✓	✓	27.026	ADV
28	Format Text as Columns	✓	✓	26.066	ADV
	Total		**9 / 12 (75%)**	**8.0 MIN.**	**N/A**

QUESTIONS

Editing

#	Topic	Completed	Correct/Incorrect	Time (Sec)	Difficulty Level
4	Using Undo	✓	✗	21.56	BEG
5	Cut/Copy/Paste	✓	✓	18.92	BEG
17	The Show/Hide button	✓	✗	35.62	INT
	Total		**1 / 3 (33%)**	**1.3 MIN.**	**N/A**

Tools and Automation

#	Topic	Completed	Correct/Incorrect	Time (Sec)	Difficulty Level
6	Find and Replace	✓	✓	63.272	BEG
15	Mail Merge	✓	✓	34.741	INT
20	Inserting Comments	✓	✗	20.788	INT
21	Mail Merge to Email	✓	✓	37.787	ADV
26	Track Changes for Redlining	✓	✓	35.714	ADV
29	Create a Table of Contents	✓	✗	38.482	ADV
30	Create an Index	✓	✗	76.177	ADV
	Total		**4 / 7 (57%)**	**5.1 MIN.**	**N/A**

QUESTIONS

Tables and Graphics

#	Topic	Completed	Correct/Incorrect	Time (Sec)	Difficulty Level
7	Insert Pictures	✓	✓	80.183	BEG
12	Working with Shapes	✓	✗	47.774	INT
13	Creating a Table	✓	✓	31.237	INT
14	Insert Smart Art	✓	✗	18.093	INT
18	Working with Tables	✓	✓	60.532	INT
Total			**3 / 5 (60%)**	**4.0 MIN.**	**N/A**

Printing

#	Topic	Completed	Correct/Incorrect	Time (Sec)	Difficulty Level
10	Printing Multiple Copies	✓	✓	20.854	BEG
Total			**1 / 1 (100%)**	**0.3 MIN.**	**N/A**