



Test Information

WORD 2007 - STANDARD

Name: Jack Sample
 ID: 1234
 Date: 12/8/2010
 Time: 12:33
 Time Taken: 9 minute(s)



Performance Overview

Report score: 51% (18/35)



Performance Analysis

LEVELS

	Score	Correct	Total
Basic:	71%	10	14
Intermediate:	64%	7	11
Advanced:	10%	1	10

TOPICS

	Score	Correct	Total
FILE MANAGEMENT:	83%	5	6
TOOLS AND AUTOMATION:	100%	2	2
EDITING:	71%	5	7
FORMATTING:	33%	4	12
TABLES AND GRAPHICS:	33%	1	3
PRINTING:	20%	1	5

QUESTIONS

Q #	Topic	Name	Status	Time (# secs)	Level
6	EDITING	Copy Text	Correct	10	BEG
7	EDITING	Paste Text	Correct	6	BEG
8	EDITING	Undo	Correct	10	BEG
9	EDITING	Find Text	Correct	20	INT
10	EDITING	Go To	Correct	20	INT
14	EDITING	Symbols	Incomplete	28	ADV
29	EDITING	Spellcheck	Incorrect	17	INT
1	FILE MANAGEMENT	Create New Document - Template	Correct	25	BEG
2	FILE MANAGEMENT	Open Document	Correct	21	BEG
3	FILE MANAGEMENT	Save Document	Correct	24	BEG
4	FILE MANAGEMENT	Save As - Location	Correct	29	INT
25	FILE MANAGEMENT	Track Changes	Correct	19	ADV
26	FILE MANAGEMENT	Protection	Incorrect	3	ADV
12	FORMATTING	Line Spacing	Incorrect	14	INT
13	FORMATTING	Text - Format	Incorrect	11	BEG
15	FORMATTING	Tabs - Set	Incomplete	1	BEG
16	FORMATTING	Page Break	Correct	7	INT
17	FORMATTING	Bullets - Change Type	Correct	12	INT
18	FORMATTING	Apply a Theme	Incorrect	10	ADV
19	FORMATTING	Columns	Incorrect	5	ADV
20	FORMATTING	Page Numbers	Incorrect	6	INT
22	FORMATTING	Style - Create	Incomplete	5	ADV
30	FORMATTING	Margins	Incorrect	5	BEG
31	FORMATTING	Paper Size	Correct	24	BEG
32	FORMATTING	Orientation	Correct	11	BEG
27	PRINTING	Merge - Create Form	Incorrect	5	ADV
28	PRINTING	Merge - Edit Data	Incorrect	5	ADV
33	PRINTING	Print Preview	Incorrect	33	BEG
34	PRINTING	Print in Reverse	Incorrect	7	ADV
35	PRINTING	Print Document	Correct	18	BEG
21	TABLES AND GRAPHICS	Picture - Insert	Correct	18	INT
23	TABLES AND GRAPHICS	Table - Insert	Incorrect	6	INT
24	TABLES AND GRAPHICS	Table - Borders	Incorrect	16	ADV
5	TOOLS AND AUTOMATION	Help - Display Document	Correct	43	BEG

11	TOOLS AND AUTOMATION	Zoom	Correct	15	INT
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