



## Test Information

### Word 2010 - Standard

Report Name: Julie Sample  
 ID: 123  
 Date: 2/14/2013  
 Time: 15:58  
 Time Taken: 21 minute(s)



## Performance Overview

Report score: 69% (24/35)  
 Percentile ranking: 38



## Performance Analysis

### LEVELS

	Score	Correct	Total
Basic:	86%	12	14
Intermediate:	57%	8	14
Advanced:	57%	4	7

### TOPICS

	Score	Correct	Total
EDITING:	86%	6	7
FILE MANAGEMENT:	100%	4	4
FORMATTING:	64%	9	14
PRINTING:	100%	2	2
TABLES AND GRAPHICS:	50%	2	4
TOOLS AND AUTOMATION:	25%	1	4

### QUESTIONS

Q #	Topic	Report Name	Status	Time (# secs)	Level
5	EDITING	Q029 Find Text	CORRECT	10	INT
6	EDITING	Q030 Replace Text	INCORRECT	29	INT
16	EDITING	Q070 Check Spelling	CORRECT	13	INT
21	EDITING	Q202 Insert text	CORRECT	12	BEG
22	EDITING	Q208 Move text	CORRECT	8	BEG
25	EDITING	Q246 Cut and paste text	CORRECT	16	BEG
34	EDITING	Q419 Insert a symbol	CORRECT	26	ADV
1	FILE MANAGEMENT	Q003 Open Document	CORRECT	30	BEG
2	FILE MANAGEMENT	Q004 Close Document	CORRECT	14	BEG
3	FILE MANAGEMENT	Q005 Save Document	CORRECT	35	BEG
20	FILE MANAGEMENT	Q200 Save As - Location	CORRECT	16	INT
7	FORMATTING	Q038 Display the ruler	CORRECT	10	INT
9	FORMATTING	Q043 Insert a page break	CORRECT	14	INT
10	FORMATTING	Q044 Insert page numbers	INCORRECT	74	INT
12	FORMATTING	Q055 Change the font	CORRECT	11	BEG
13	FORMATTING	Q058 Adjust Line Spacing	CORRECT	41	BEG
14	FORMATTING	Q067 Change the theme	CORRECT	66	ADV
15	FORMATTING	Q068 Create a new Quick Style	INCORRECT	11	ADV
17	FORMATTING	Q106 Add a page border	CORRECT	20	ADV
23	FORMATTING	Q239 Italicize text	CORRECT	8	BEG
24	FORMATTING	Q240 Center a paragraph	CORRECT	9	BEG
26	FORMATTING	Q253 Create a bulleted list	CORRECT	9	BEG
27	FORMATTING	Q255 Create a document header	INCORRECT	8	INT
28	FORMATTING	Q268 Modify document properties	INCORRECT	20	ADV
33	FORMATTING	Q398 Modify document margins	INCORRECT	7	BEG
4	PRINTING	Q016 Print Document	CORRECT	14	BEG
32	PRINTING	Q395 Create and print an envelope	CORRECT	105	INT
11	TABLES AND GRAPHICS	Q053 Insert a picture	CORRECT	13	INT
18	TABLES AND GRAPHICS	Q155 Wrap text around a graphic	CORRECT	14	ADV
30	TABLES AND GRAPHICS	Q383 Modify a SmartArt graphic	INCORRECT	22	ADV
31	TABLES AND GRAPHICS	Q389 Insert a screenshot	INCORRECT	28	INT
8	TOOLS AND AUTOMATION	Q042 Zoom	CORRECT	8	INT

19	TOOLS AND AUTOMATION	Q198 Help - Display Document	INCORRECT	36	BEG
29	TOOLS AND AUTOMATION	Q277 Insert a citation	INCORRECT	15	INT
35	TOOLS AND AUTOMATION	Q420 Create an AutoCorrect entry	INCOMPLETE	466	INT