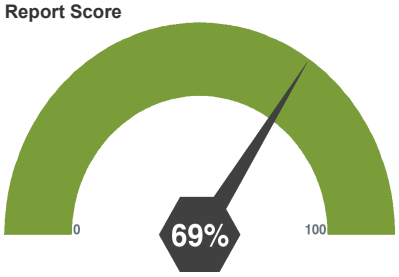
Word 2010 - Standard

Report Name Julie Sample
Email/ID 123
Date 2/14/2013

Time 15:58
Time Taken 21

Performance Overview

Report Score



Performance Compared to Other Test Takers

Percentile Ranking

Performance Analysis

Levels

Basic - **12** (total 14)

Advanced - **4** (total 7)

Intermediate - **8** (total 14)

Topics

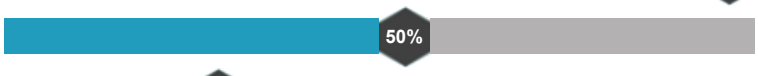
EDITING - **6** (total 7)

FILE MANAGEMENT - **4** (total 4)

FORMATTING - **9** (total 14)

PRINTING - **2** (total 2)

TABLES AND GRAPHICS - **2** (total 4)



TOOLS AND AUTOMATION - **1** (total 4)

QUESTIONS

Q#	Report Name	Status	Time(Sec)	Level
EDITING				
5	Q029 Find Text	✓	10	INT
6	Q030 Replace Text	✗	29	INT
16	Q070 Check Spelling	✓	13	INT
21	Q202 Insert text	✓	12	BEG
22	Q208 Move text	✓	8	BEG
25	Q246 Cut and paste text	✓	16	BEG
34	Q419 Insert a symbol	✓	26	ADV
FILE MANAGEMENT				
1	Q003 Open Document	✓	30	BEG

2	Q004 Close Document	✓	14	BEG
3	Q005 Save Document	✓	35	BEG
20	Q200 Save As - Location	✓	16	INT
FORMATTING				
7	Q038 Display the ruler	✓	10	INT
9	Q043 Insert a page break	✓	14	INT
10	Q044 Insert page numbers	✗	74	INT
12	Q055 Change the font	✓	11	BEG
13	Q058 Adjust Line Spacing	✓	41	BEG
14	Q067 Change the theme	✓	66	ADV
15	Q068 Create a new Quick Style	✗	11	ADV
17	Q106 Add a page border	✓	20	ADV
23	Q239 Italicize text	✓	8	BEG
24	Q240 Center a paragraph	✓	9	BEG
26	Q253 Create a bulleted list	✓	9	BEG
27	Q255 Create a document header	✗	8	INT
28	Q268 Modify document properties	✗	20	ADV
33	Q398 Modify document margins	✗	7	BEG
PRINTING				
4	Q016 Print Document	✓	14	BEG
32	Q395 Create and print an envelope	✓	105	INT
TABLES AND GRAPHICS				
11	Q053 Insert a picture	✓	13	INT
18	Q155 Wrap text around a graphic	✓	14	ADV
30	Q383 Modify a SmartArt graphic	✗	22	ADV
31	Q389 Insert a screenshot	✗	28	INT
TOOLS AND AUTOMATION				
8	Q042 Zoom	✓	8	INT
19	Q198 Help - Display Document	✗	36	BEG
29	Q277 Insert a citation	✗	15	INT
35	Q420 Create an AutoCorrect entry	–	466	INT