

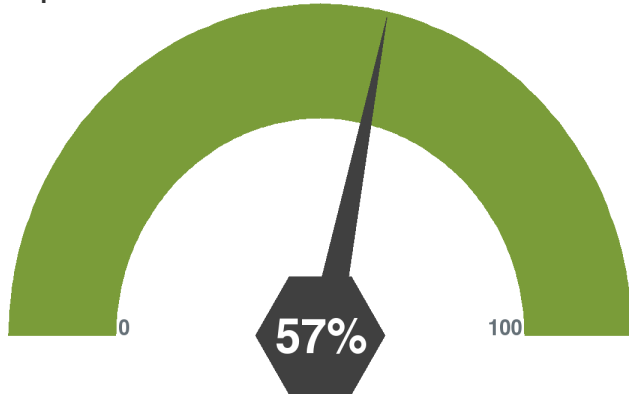
# Word 2013 - Intermediate

Report Name Julie Sample  
Email/ID 123456  
Date 3/10/2016  
Test Version 1.0

eTicket number 3373302278115722431  
Issued to Proctored Session: 123456  
Time 15:43:00  
Time Taken 00:56:00

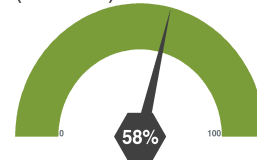
## Performance Overview

### Report Score



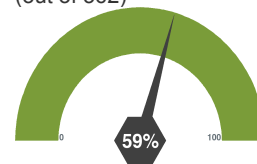
### This account's Score

(out of 32)



### All recorded Scores

(out of 362)



## Performance Compared to Other Test Takers

Percentile Ranking



## Performance Analysis

### Levels

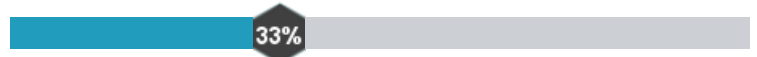
Basic - 10 (total 15)



Intermediate - 8 (total 13)



Advanced - 3 (total 9)



### Topics

EDITING - 5 (total 8)



FILE MANAGEMENT - 3 (total 4)



FORMATTING - 8 (total 12)



PRINTING - 1 (total 2)



TABLES AND GRAPHICS - 2 (total 5)



**QUESTIONS**

Q#	Report Name	Status	Time(Sec)	Level
<b>EDITING</b>				
3	Q034 Find Text	✓	49	BEG
6	Q013 Insert text	✓	19	BEG
8	Q017 Correct a misspelled word	✗	73	BEG
14	Q016 Modify the Document properties	✗	434	ADV
20	Q003 Find and replace text	✓	26	BEG
22	Q027 Compare documents	✗	22	INT
25	Q021 Move text	✓	20	BEG
35	Q006 Insert a symbol	✓	25	BEG
<b>FILE MANAGEMENT</b>				
24	Q030 Protect a form	✗	66	INT
31	Q031 Save a Document	✓	58	BEG
32	Q002 Open an existing document	✓	30	BEG
34	Q001 Create a new document from a template	✓	87	INT
<b>FORMATTING</b>				
1	Q019 Change bullet style	✓	37	BEG
4	Q004 Display the ruler	✓	41	INT
10	Q010 Change the theme	✓	118	ADV
12	Q033 Create a Quick Style	✗	22	ADV
13	Q028 Insert a screenshot	✓	75	ADV
16	Q032 Format Text as Columns	✓	20	ADV
19	Q018 Change document margins	✓	24	INT
21	Q007 Change the font	✓	12	BEG
27	Q009 Set a tab stop	✗	23	BEG
28	Q014 Create a document header	✗	76	INT
29	Q005 Insert a page break	✓	16	INT
30	Q008 Change line spacing	✗	1147	INT
<b>PRINTING</b>				
5	Q022 Switch to Print Layout view	✗	53	BEG
9	Q035 Print a document	✓	83	INT
<b>TABLES AND GRAPHICS</b>				
7	Q011 Add a page border	✗	68	INT
15	Q012 Wrap text around a graphic	✗	45	BEG
17	Q026 Repeat a table header row across pages.	✓	50	INT
36	Q015 Create a table	✗	34	BEG
37	Q025 Add a shape to SmartArt	✓	32	INT
<b>TOOLS AND AUTOMATION</b>				
2	Q029 Change track changes options	✗	65	ADV
11	Q037 Search Help	✗	48	ADV
18	Q020 Insert a Citation	✗	88	ADV
23	Q024 Undo an autocorrection	✓	9	INT
26	Q036 Zoom	✓	68	BEG
33	Q023 Use a Wizard to specify a Mail Merge template	✗	67	ADV