

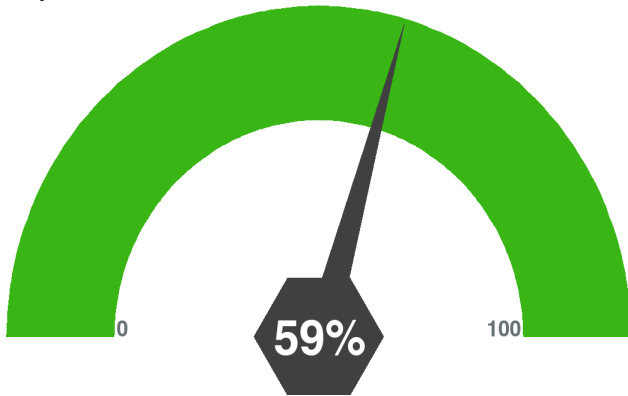
# Word 2016 - Intermediate

Report Name Julie Sample  
Email/ID 123456  
Date 07/27/2017  
Test Version 1.0

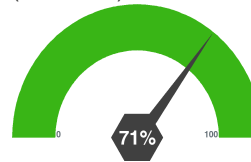
eTicket number 4900264970496073698  
Issued to Proctored Session:  
123456  
Time 14:15:00  
Time Taken 00:31:00

## Performance Overview

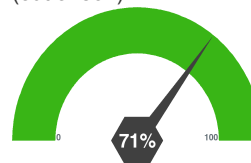
### Report Score



### This account's Score (out of 101)



### All recorded Scores (out of 862)



## Performance Compared to Other Test Takers

Percentile Ranking



## Performance Analysis

### Levels

Basic - 11 (total 15)



Intermediate - 10 (total 20)



Advanced - 1 (total 2)



### Topics

EDITING - 6 (total 8)



FILE MANAGEMENT - 4 (total 5)



FORMATTING - 6 (total 12)



PRINTING - 0 (total 1)



TABLES AND GRAPHICS - 4 (total 8)



TOOLS AND AUTOMATION - 2 (total 3)



## QUESTIONS

| Q#                          | Report Name                                    | Status | Time(Sec) | Level |
|-----------------------------|--|--------|-----------|-------|
| <b>EDITING</b>              |  |        |           |       |
| 1                           | Q007 Compare documents                         | ✗      | 24        | INT   |
| 4                           | Q004 Insert a symbol                           | ✓      | 37        | BEG   |
| 5                           | Q002 Replace text                              | ✓      | 158       | BEG   |
| 16                          | Q003 Correct a misspelled word                 | ✗      | 35        | BEG   |
| 18                          | Q005 Copy text                                 | ✓      | 9         | BEG   |
| 25                          | Q006 Create a bulleted list from existing text | ✓      | 7         | BEG   |
| 26                          | Q008 Paste Text                                | ✓      | 10        | BEG   |
| 33                          | Q001 Find Text                                 | ✓      | 20        | BEG   |
| <b>FILE MANAGEMENT</b>      |  |        |           |       |
| 3                           | Q012 Open a OneDrive Document                  | ✓      | 37        | INT   |
| 14                          | Q010 Exit Word                                 | ✓      | 9         | BEG   |
| 17                          | Q013 Protect a form                            | ✗      | 24        | INT   |
| 20                          | Q009 Open an existing document                 | ✓      | 16        | BEG   |
| 21                          | Q011 Create a new document from a template     | ✓      | 11        | INT   |
| <b>FORMATTING</b>           |  |        |           |       |
| 7                           | Q017 Set a tab stop                            | ✗      | 37        | BEG   |
| 8                           | Q020 Change text Case                          | ✓      | 24        | INT   |
| 9                           | Q022 Set custom margins                        | ✗      | 380       | INT   |
| 12                          | Q019 Display the ruler                         | ✓      | 18        | INT   |
| 13                          | Q024 Align Shapes                              | ✓      | 30        | INT   |
| 15                          | Q018 Right-align a paragraph                   | ✗      | 21        | BEG   |
| 23                          | Q016 Change the font                           | ✓      | 13        | BEG   |
| 24                          | Q015 Italicize text                            | ✓      | 7         | BEG   |
| 31                          | Q035 Apply Style                               | ✗      | 22        | INT   |
| 32                          | Q021 Change line spacing                       | ✗      | 49        | INT   |
| 36                          | Q014 Format Text as Columns                    | ✓      | 12        | ADV   |
| 37                          | Q023 Create a document header                  | ✗      | 52        | INT   |
| <b>PRINTING</b>             |  |        |           |       |
| 11                          | Q025 Print a document                          | ✗      | 250       | INT   |
| <b>TABLES AND GRAPHICS</b>  |  |        |           |       |
| 6                           | Q031 Repeat a table header row across pages    | ✓      | 47        | INT   |
| 10                          | Q036 Insert Chart                              | ✓      | 20        | INT   |
| 19                          | Q026 Wrap text around a graphic                | ✓      | 24        | BEG   |
| 27                          | Q030 Rotate Shape                              | ✗      | 121       | INT   |
| 28                          | Q027 Create a table                            | ✗      | 153       | BEG   |
| 30                          | Q028 Add a page border                         | ✗      | 13        | INT   |
| 34                          | Q029 Fill Color                                | ✗      | 34        | INT   |
| 35                          | Q037 Insert Smart Art                          | ✓      | 32        | INT   |
| <b>TOOLS AND AUTOMATION</b> |  |        |           |       |
| 2                           | Q032 Search Help                               | ✗      | 25        | ADV   |
| 22                          | Q033 Zoom                                      | ✓      | 18        | INT   |
| 29                          | Q034 Start Mail Merge                          | ✓      | 17        | INT   |