

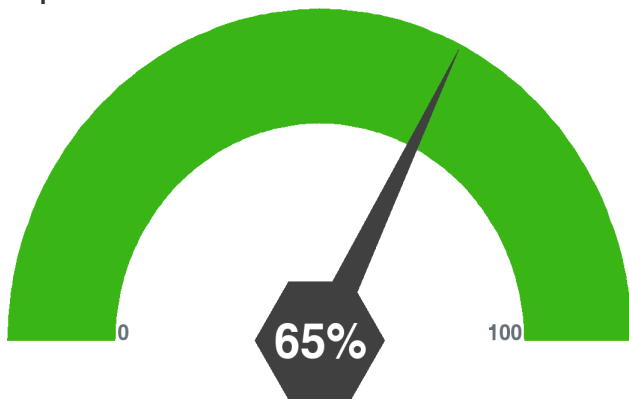
## Word 365 - Intermediate

Report Name Julie Sample  
 Email/ID 123456  
 Date 02/25/2020  
 Test Version 1.0

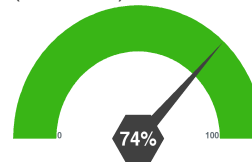
eTicket number 2021155740320031620  
 Issued to TEST\_ADMIN  
 Time 14:41:00  
 Time Taken 01:08:00

### Performance Overview

#### Report Score



#### All recorded Scores (out of 156)



### Performance Compared to Other Test Takers

Percentile Ranking



### Performance Analysis

#### Levels

Basic - 12 (total 15)



Intermediate - 10 (total 20)



Advanced - 2 (total 2)



#### Topics

EDITING - 5 (total 8)



FILE MANAGEMENT - 4 (total 5)



FORMATTING - 6 (total 12)



PRINTING - 1 (total 1)



TABLES AND GRAPHICS - 5 (total 8)



TOOLS AND AUTOMATION - 3 (total 3)

## QUESTIONS

Q#	Report Name	Status	Time(Sec)	Level
<b>EDITING</b>				
1	Word 365 Find Text	✗	75	BEG
2	Word 365 Replace Text	✗	27	BEG
3	Word 365 Correct a misspelled word	✓	569	BEG
4	Word 365 Insert a symbol	✓	25	BEG
5	Word 365 Copy Text	✓	8	BEG
6	Word 365 Create a bulleted list from existing text	✓	6	BEG
7	Word 365 Compare documents	✗	1656	INT
8	Word 365 Paste Text	✓	8	BEG
<b>FILE MANAGEMENT</b>				
9	Word 365 Open an existing document	✓	20	BEG
10	Word 365 Exit Word	✓	12	BEG
11	Word 365 Create a new document from a template	✓	8	INT
12	Word 365 Open a OneDrive Document	✓	25	INT
13	Word 365 Protect a form	✗	18	INT
<b>FORMATTING</b>				
14	Word 365 Format Text as Columns	✓	20	ADV
15	Word 365 Italicize Text	✓	7	BEG
16	Word 365 Change the font	✓	8	BEG
17	Word 365 Set a tab stop	✗	43	BEG
18	Word 365 Right-align a paragraph	✓	9	BEG
19	Word 365 Display the ruler	✗	43	INT
20	Word 365 Change text Case	✗	13	INT
21	Word 365 Change line spacing	✗	36	INT
22	Word 365 Set custom margins	✓	20	INT
23	Word 365 Create a document header	✗	21	INT
24	Word 365 Align Shapes	✓	24	INT
35	Word 365 Apply Style	✗	490	INT
<b>PRINTING</b>				
25	Word 365 Print a document	✓	52	INT
<b>TABLES AND GRAPHICS</b>				
26	Word 365 Wrap text around a graphic	✓	19	BEG
27	Word 365 Create a table	✓	18	BEG
28	Word 365 Add a page border	✓	40	INT
29	Word 365 Fill Color	✓	41	INT
30	Word 365 Rotate Shape	✗	9	INT
31	Word 365 Repeat a table header row across pages	✓	39	INT
36	Word 365 Insert Chart	✗	516	INT
37	Word 365 Insert Smart Art	✗	44	INT
<b>TOOLS AND AUTOMATION</b>				
32	Word 365 Search Help	✓	12	ADV

Q#	Report Name	Status	Time(Sec)	Level
33	Word 365 Zoom	✓	20	INT
34	Word 365 Start Mail Merge	✓	14	INT

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