

Microsoft 365 Proficiency Test

The Microsoft 365 Proficiency Test evaluates a candidate's practical knowledge of the Microsoft 365 applications used in everyday office work: Word, Excel, PowerPoint and Outlook, together with the tools that connect them, such as Teams, OneDrive, SharePoint and OneNote.

This test is especially valuable for hiring administrative and executive assistants, office coordinators, customer service staff, HR and finance support staff, and other professionals who work with documents, spreadsheets, presentations, email and shared files every day.

Detailed Test Report

After a candidate completes the Microsoft 365 Proficiency Test, you get a detailed test report that can be downloaded or printed. The first page gives a clear summary of the candidate's overall performance. To help interpret the results, the score is compared with a norm group, converted into a percentile rank and placed in one of six proficiency bands, from Insufficient to Advanced. For example, a candidate at the 70th percentile scored higher than about 70% of the 1,069 test takers in our 2026 norming study.

The report also shows which questions the candidate answered correctly in each of the five areas: Word, Excel, PowerPoint, Outlook and the Microsoft 365 ecosystem.



Measures

Practical knowledge of Word, Excel, PowerPoint, Outlook and the Microsoft 365 collaboration tools.



Suitable occupations

Administrative and executive assistants, office coordinators and clerks, customer service staff, HR and finance support staff, and other roles that use Microsoft 365 every day.



Items

30 questions



Time limit

20 minutes

Scientifically Validated

Backed by research and validation with 1,069 test takers, the Microsoft 365 Proficiency Test gives a reliable assessment of Microsoft 365 proficiency (Cronbach's alpha 0.85), helping organizations make data-driven hiring and talent decisions. Refer to the test manual for more information.

Quick and Easy to Administer

Designed for efficiency, the Microsoft 365 Proficiency Test takes no more than 20 minutes, and the typical candidate finishes in about 14, making it a quick yet powerful tool for assessing candidates.

Requirements

The test can be run on PC and Mac computers and on mobile devices with an updated browser and a stable internet connection; a laptop or desktop computer is recommended. The test is accessed by the browser. You can run the test on-site, or the candidate can complete the test in the comfort of their own home.

Request a Sample

Please contact us by e-mail to request a full-length sample of the test.