MS PowerPoint Proficiency Test

The MS PowerPoint Proficiency Test evaluates a candidate's ability to work effectively with Microsoft PowerPoint, assessing their skills in slide creation, design, formatting, visual organization, and presentation tools.

This test is especially valuable for hiring administrative assistants, office coordinators, trainers, marketers, content creators, project staff, and professionals who rely on PowerPoint to communicate information clearly and professionally.

Detailed Test Report

Upon completing the MS PowerPoint Proficiency Test, candidates receive a comprehensive test report that can be downloaded or printed. The first page provides a clear summary of the candidate's overall performance. To help interpret the results, scores are compared with a norm group and converted into a percentile rank. For example, a candidate who scores 70 has performed as well as or better than 70% of the 473 individuals included in our 2025 norming study.

The following three pages present a detailed breakdown of which questions were answered correctly within each content domain.

Measures
Knowledge of core PowerPoint features, ability to create and format slides, and proficiency with essential presentation tools, media elements, and design commands.

Suitable occupations
Administrative assistants, office coordinators, trainers, marketers, project staff, content creators, and other roles that require creating clear, visually structured presentations and communicating information effectively.

Items
20 questions

Time limit
15 minutes

Scientifically Validated

Backed by research and rigorous validation, the MS PowerPoint Proficiency Test ensures reliable and accurate assessment of PowerPoint Proficiency, 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 MS PowerPoint Proficiency Test only takes 15 minutes to complete, making it a quick yet powerful tool for assessing candidates.

Requirements

The test can be run on all mobile devices, PC, and Mac computers with an updated browser and a stable internet connection.
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.