

MS Word Proficiency Test

The MS Word Proficiency Test evaluates a candidate's ability to work effectively with Microsoft Word, assessing their skills in editing, formatting, document management, and productivity tools.

This test is especially valuable for hiring administrative assistants, office coordinators, customer service staff, content creators, data-entry specialists, and professionals who rely on Word as part of their daily workflow.

Detailed Test Report

Upon completing the MS Word 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 676 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 MS Word features, ability to edit and format documents, proficiency with essential tools and commands.



Suitable occupations

Administrative assistants, office clerks, customer service representatives, data-entry specialists, coordinators, and other roles requiring effective document creation and editing skills.



Items

30 questions



Time limit

20 minutes

Scientifically Validated

Backed by research and rigorous validation, the MS Word Proficiency Test ensures reliable and accurate assessment of Word Proficiency, helping organizations make data-driven hiring and talent decisions.

Quick and Easy to Administer

Designed for efficiency, the MS Word Proficiency Test only takes 20 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.