

Simone Sample

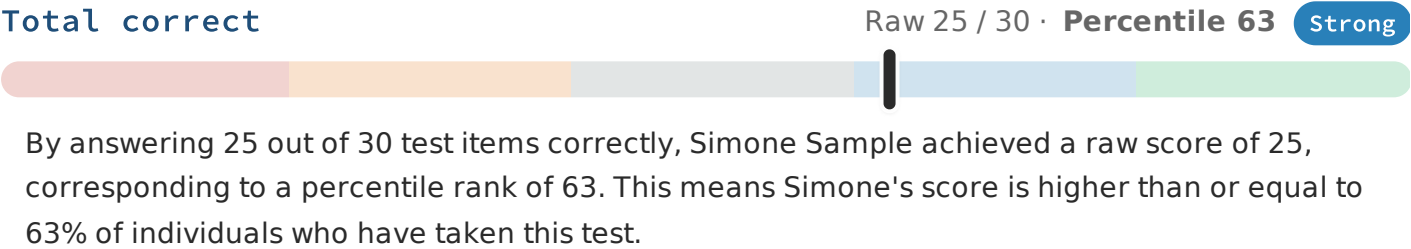
Microsoft 365 Proficiency Test · Completed Oct 27, 2026



Project: Customer Service Team Build-Out
Role: Executive Assistant

30 of 30 items answered
Time used: 6 minutes

Overall score



Score interpretation

Strong

The candidate shows strong proficiency and is confident across Word, Excel, PowerPoint, Outlook and shared files. This level suits roles that rely on Microsoft 365 across several applications.

Domain scores & item analysis

Each domain groups related items from the test. Green ✓ = answered correctly, red ✗ = wrong or skipped.

Word

Simone answered **6** of **7** items correctly.

- ✓ Track Changes
- ✓ Save as New File
- ✓ Footnotes
- ✗ Insert Page Numbers
- ✓ AutoCorrect
- ✓ Non-Breaking Space
- ✓ Bullet List Indent

Excel

Simone answered **6** of **8** items correctly.

- ✓ Count Formulas
- ✗ Chart Types
- ✓ Number Formatting
- ✓ Average Formula
- ✓ Row Formatting
- ✗ SUM Formula
- ✓ Worksheet Tabs
- ✓ Freeze Panes

PowerPoint

Simone answered **4** of **5** items correctly.

- ✓ Presenter Notes
- ✓ Selection Pane
- ✗ Presenter View
- ✓ Slide Master
- ✓ Reuse Slides

Outlook

Simone answered **4** of **5** items correctly.

- ✓ Security Awareness
- ✓ Categories
- ✗ Flagging Emails
- ✓ Meeting Update
- ✓ Filter Unread

Microsoft 365 Ecosystem

Simone answered **5** of **5** items correctly.

- ✓ Share Outlook Calendar
- ✓ SharePoint
- ✓ Teams Meeting Controls
- ✓ OneNote
- ✓ Share OneDrive Link