

CANDIDATE INFORMATION

Name: Linda Sample

Date of Test: 12-01-2025

Position: Other - Sample

Project.: MS Word

TEST RESULTS

Raw Score

19

Percentile

71

RESULTS OVERVIEW

Percentile



71th

By answering 19 out of 30 test items correctly, Linda Sample achieved a raw score of 19, corresponding to a percentile rank of 71.

This means Linda's score is higher than or equal to 71% of individuals who have taken this test and belong to the selected norm group.

Time used: 7 minutes

Time limit: 20 minutes

SCORE INTERPRETATION

Strong

This score reflects reliable skill with Word and the ability to perform common tasks confidently and efficiently. The test-taker can manage formatting, page layout, styles, and basic content elements without assistance. They are well-prepared for roles that require frequent document creation or editing.

Domain Scores & Item Analysis

Basic Editing & Proofing

Linda answered 3 items out of 5 correctly in the Basic Editing & Proofing domain.

- ✓ Using Track Changes to monitor multiple edits.
- ✓ Using Find and Replace for word updates.
- X Identifying Track Changes as the feature marking edits in red.
- X Pasting text using destination formatting.
- ✓ Using a shortcut to select a paragraph.

Collaboration Features

Linda answered 3 items out of 3 correctly in the Collaboration Features domain.

- ✓ Responding to comments in Word.
- ✓ Using the Comment Feature
- ✓ Identify Word's real-time collaboration feature.

Document Formatting & Editing

Linda answered 3 items out of 5 correctly in the Document Formatting & Editing domain.

- ✓ Using highlighting to mark text for review.
- X Adjusting line spacing in a document.
- ✓ Using Format Painter to copy formatting.
- ✓ Using styles to format headings consistently.
- X Using justify text alignment.

File Management

Linda answered 2 items out of 4 correctly in the File Management domain.

- ✓ Understanding the difference between Save and Save As.
- ✓ Recovering an unsaved document in Word.
- X Finding the option to password-protect a document.
- X Creating a new document in Word.

Page Layout & Margins

Linda answered 2 items out of 5 correctly in the Page Layout & Margins domain.

- X Using columns to create side-by-side text blocks.
- X Sending an image behind the text to allow text to appear on top.
- ✓ Identifying missing headings due to incorrect style formatting.
- ✓ Using mirrored margins for double-sided printing.
- X Adjusting top margin to avoid overlapping the header.

Shortcuts & Navigation

Linda answered 2 items out of 4 correctly in the Shortcuts & Navigation domain.

- ✓ Understanding why Ctrl + End moves the cursor to a blank line at the end.
- X Using the shortcut to insert a page break.
- ✓ Using a shortcut to jump to a specific page in Word.
- X Using the Split View feature to compare sections of a document.

Tables & Lists

Linda answered 4 items out of 4 correctly in the Tables & Lists domain.

- ✓ Merging table cells to create a section heading.
- ✓ Using a numbered list to show steps in order.
- ✓ Pressing Enter twice to exit a list and start a new paragraph.
- ✓ Adjusting bullet indentation to align text and bullets.