

Microsoft Office Skills Test Report

Candidate: **Sylvia Park**
Email: Sylvia.park@yahoo.com

Candidate Reference: Sylvia.park@yahoo.com

Test: Microsoft Office 2010 Fundamentals (adaptive)

This report is confidential and its contents are intended to assist in the prediction of an applicant's work behaviour. If you would like more information about this interpretive report or other products that SHL offers, please contact your account representative.

Score: 3.65

Proficiency Level: Advanced (3.51 - 4.50)

The candidate has mastered the basic concepts of Microsoft Office 2010 Fundamentals (adaptive) (PowerPoint 2010 Navigating PowerPoint & Help, Word 2010 Revising & Printing, Word 2010 Standard Word Functions, Word 2010 Layout & Formatting) and intermediate Microsoft Office 2010 Fundamentals (adaptive) concepts (Excel 2010 Navigating Excel & Printing, Excel 2010 Formulas, Functions & Charts, Excel 2010 Data Entry & Manipulation, Outlook 2010 Mail Management & Message Organization). The candidate is likely proficient with more advanced Microsoft Office 2010 Fundamentals (adaptive) concepts such as:

- Outlook 2010 Address Book, Schedules, Calendars
- Outlook 2010 Navigating Outlook & Printing
- PowerPoint 2010 Creating, Editing, Managing Presentations
- PowerPoint 2010 Slide Setup & Publishing Presentations

At the Advanced level, the candidate will be capable of working on projects involving Microsoft Office 2010 Fundamentals (adaptive) and will be capable of mentoring others on most projects in this area.

Percentile Comparisons

The percentile score indicates how well the candidate scored relative to other candidates in the comparison population indicated by the score.

Percentile Comparisons

	Low	Medium	High
Percentile	30	70	100

Global Population

96



Detail Item Results

Order	Question	Topic	Description	Time Taken (Seconds)	Is Correct
1	MS_Office_2010_Fund_BB_0178	PowerPoint 2010 Creating, Editing, Managing Presentations	Creating, Editing, Managing Presentations	96.7	Yes
2	MS_Office_2010_Fund_BB_0095	Outlook 2010 Address Book, Schedules, Calendars	Address Book, Schedules, Calendars	69.8	No
3	MS_Office_2010_Fund_BB_0288	Word 2010 Layout & Formatting	Layout & Formatting	11.2	Yes
4	MS_Office_2010_Fund_BB_0097	Outlook 2010 Address Book, Schedules, Calendars	Address Book, Schedules, Calendars	153.9	No
5	MS_Office_2010_Fund_BB_0176	PowerPoint 2010 Slide Setup & Publishing Presentations	Slide Setup & Publishing Presentations	96.1	Yes
6	MS_Office_2010_Fund_BB_0003	Excel 2010 Data Entry & Manipulation	Data Entry & Manipulation	75.1	Yes
7	MS_Office_2010_Fund_BB_0209	PowerPoint 2010 Navigating PowerPoint & Help	Navigating PowerPoint & Help	175.0	Yes
8	MS_Office_2010_Fund_BB_0270	Word 2010 Layout & Formatting	Layout & Formatting	178.7	Yes
9	MS_Office_2010_Fund_BB_0216	PowerPoint 2010 Creating, Editing, Managing Presentations	Creating, Editing, Managing Presentations	77.5	Yes
10	MS_Office_2010_Fund_BB_0101	Outlook 2010 Navigating Outlook & Printing	Navigating Outlook & Printing	71.3	Yes
11	MS_Office_2010_Fund_BB_0066	Outlook 2010 Navigating Outlook & Printing	Navigating Outlook & Printing	149.0	No
12	MS_Office_2010_Fund_BB_0131	Outlook 2010 Address Book, Schedules, Calendars	Address Book, Schedules, Calendars	167.9	No
13	MS_Office_2010_Fund_BB_0061	Excel 2010 Data Entry & Manipulation	Data Entry & Manipulation	52.9	Yes
14	MS_Office_2010_Fund_BB_0293	Word 2010 Standard Word Functions	Standard Word Functions	66.8	Yes
15	MS_Office_2010_Fund_BB_0182	PowerPoint 2010 Creating, Editing, Managing Presentations	Creating, Editing, Managing Presentations	133.5	Yes



PEOPLE CENTRAL

recruitment . development . assessment

16	MS_Office_2010_Fund_BB_0015	Excel 2010 Navigating Excel & Printing	Navigating Excel & Printing	73.2	Yes
17	MS_Office_2010_Fund_BB_0123	Outlook 2010 Address Book, Schedules, Calendars	Address Book, Schedules, Calendars	158.7	Yes
18	MS_Office_2010_Fund_BB_0173	PowerPoint 2010 Creating, Editing, Managing Presentations	Creating, Editing, Managing Presentations	175.9	No
19	MS_Office_2010_Fund_BB_0308	Word 2010 Layout & Formatting	Layout & Formatting	106.3	No
20	MS_Office_2010_Fund_BB_0109	Outlook 2010 Mail Management & Message Organization	Mail Management & Message Organization	10.3	No
21	MS_Office_2010_Fund_BB_0094	Outlook 2010 Mail Management & Message Organization	Mail Management & Message Organization	90.3	No
22	MS_Office_2010_Fund_BB_0048	Excel 2010 Navigating Excel & Printing	Navigating Excel & Printing	121.6	Yes
23	MS_Office_2010_Fund_BB_0167	PowerPoint 2010 Creating, Editing, Managing Presentations	Creating, Editing, Managing Presentations	54.2	No
24	MS_Office_2010_Fund_BB_0021	Excel 2010 Formulas, Functions & Charts	Formulas, Functions & Charts	35.0	No
25	MS_Office_2010_Fund_BB_0145	Outlook 2010 Address Book, Schedules, Calendars	Address Book, Schedules, Calendars	19.0	Yes
26	MS_Office_2010_Fund_BB_0046	Excel 2010 Navigating Excel & Printing	Navigating Excel & Printing	176.0	Yes
27	MS_Office_2010_Fund_BB_0200	PowerPoint 2010 Creating, Editing, Managing Presentations	Creating, Editing, Managing Presentations	75.2	Yes
28	MS_Office_2010_Fund_BB_0269	Word 2010 Standard Word Functions	Standard Word Functions	174.7	No

Time Summary: Time Taken: 47.25
Started: 4/5/18 1:21pm
Completed: 4/5/18 2:09pm