

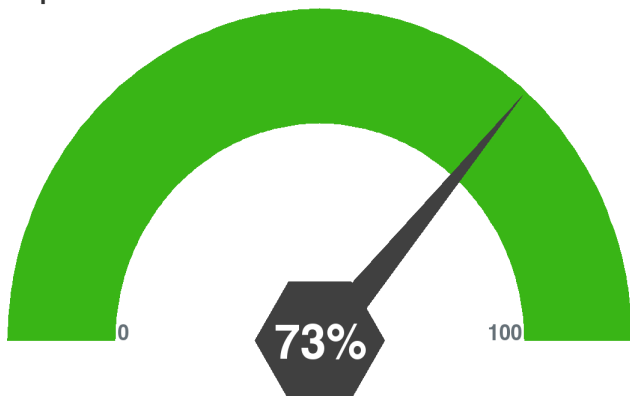
Word 2013 - Intermediate

Report Name Demo Tester
Email/ID demotester@findly.com
Date 02/23/2015
Test Version 1.0

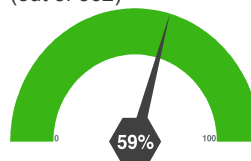
eTicket number 4337404851031647107
Proctored Session:
Issued to demotester@findly.com
Time 08:38:00
Time Taken 00:30:00
Company Name I prefer not to answer
Title / Position I prefer not to answer
Phone Number I prefer not to answer
Current SkillCheck User? no data available
Organization Size-FTE's no data available

Performance Overview

Report Score



All recorded Scores (out of 362)



Performance Compared to Other Test Takers

Percentile Ranking



Performance Analysis

Levels

Basic - 13 (total 15)



Intermediate - 9 (total 13)



Advanced - 5 (total 9)



Topics

EDITING - 8 (total 8)



FILE MANAGEMENT - 4 (total 4)



FORMATTING - 8 (total 12)



PRINTING - 1 (total 2)



TABLES AND GRAPHICS - 2 (total 5)



TOOLS AND AUTOMATION - 4 (total 6)



QUESTIONS

Q#	Report Name	Status	Time(Sec)	Level
EDITING				
4	Q016 Modify the Document properties	✓	38	ADV
10	Q013 Insert text	✓	15	BEG
14	Q003 Find and replace text	✓	14	BEG
16	Q034 Find Text	✓	26	BEG
18	Q021 Move text	✓	14	BEG
21	Q027 Compare documents	✓	17	INT
28	Q006 Insert a symbol	✓	9	BEG
31	Q017 Correct a misspelled word	✓	18	BEG
FILE MANAGEMENT				
2	Q002 Open an existing document	✓	13	BEG
19	Q001 Create a new document from a template	✓	13	INT
26	Q031 Save a Document	✓	14	BEG
33	Q030 Protect a form	✓	25	INT
FORMATTING				
1	Q033 Create a Quick Style	✗	20	ADV
3	Q007 Change the font	✓	27	BEG
6	Q005 Insert a page break	✓	10	INT
7	Q032 Format Text as Columns	✓	9	ADV
8	Q010 Change the theme	✓	11	ADV
13	Q014 Create a document header	✗	127	INT
17	Q004 Display the ruler	✓	18	INT
20	Q008 Change line spacing	✓	8	INT
24	Q009 Set a tab stop	-	35	BEG
27	Q028 Insert a screenshot	✗	25	ADV
29	Q018 Change document margins	✓	9	INT
36	Q019 Change bullet style	✓	7	BEG
PRINTING				
22	Q035 Print a document	✓	288	INT
34	Q022 Switch to Print Layout view	✗	16	BEG
TABLES AND GRAPHICS				
9	Q012 Wrap text around a graphic	✓	30	BEG
12	Q025 Add a shape to SmartArt	-	4	INT
23	Q011 Add a page border	-	25	INT
25	Q026 Repeat a table header row across pages.	-	10	INT
32	Q015 Create a table	✓	18	BEG
TOOLS AND AUTOMATION				
5	Q024 Undo an autocorrection	✓	10	INT
11	Q029 Change track changes options	✗	16	ADV
15	Q023 Use a Wizard to specify a Mail Merge template	-	41	ADV
30	Q020 Insert a Citation	✓	26	ADV
35	Q037 Search Help	✓	18	ADV
37	Q036 Zoom	✓	558	BEG

