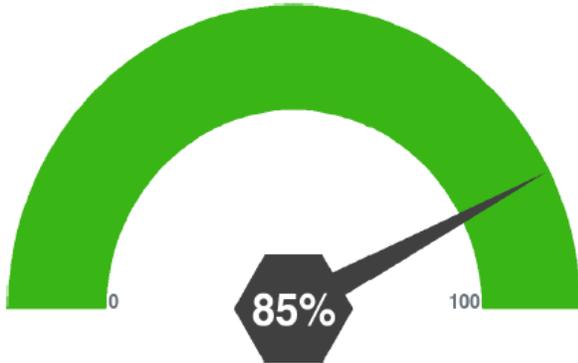


# PowerPoint 2016 Intermediate Skills Test Report

Candidate: Susan Roberts  
Hiring Team: People Central Limited  
Date: August 2, 2019

## Performance Overview

### Report Score



### All recorded Scores (out of 229)



## Performance Compared to Other Test Takers

Percentile Ranking



## Performance Analysis

### Levels

Basic - 13 (total 13)



Intermediate - 15 (total 19)



Advanced - 1 (total 2)



### Topics

FILE MANAGEMENT - 4 (total 4)



FORMATTING - 6 (total 8)



PRINTING - 1 (total 1)



SORTER/SLIDESHOW - 1 (total 1)



TEXT AND GRAPHICS - 10 (total 12)



TOOLS AND AUTOMATION - 7 (total 8)



## QUESTIONS

# PowerPoint 2016 Intermediate Skills Test Report

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 Date: August 2, 2019

Q#	Report Name	Status	Time(Sec)	Level
<b>FILE MANAGEMENT</b>				
8	PPT 2016 Save as PDF	✓	46	ADV
14	PPT 2016 Create New Presentation Using Template	✓	25	BEG
27	PPT 2016 Save to OneDrive	✓	67	INT
32	PPT 2016 Save Presentation	✓	13	BEG
<b>FORMATTING</b>				
2	PPT 2016 New Slide	✓	15	BEG
3	PPT 2016 Delete Slide	✓	11	BEG
10	PPT 2016 Timed Slide Show	✓	55	INT
11	PPT 2016 Set Transition	✓	14	INT
15	PPT 2016 Change Slide Layout	✓	12	BEG
22	PPT 2016 Change Theme	✗	71	INT
31	PPT 2016 Merge Table Cells	✗	17	INT
33	PPT 2016 Change Slide Order	✓	13	INT
<b>PRINTING</b>				
7	PPT 2016 Print Notes	✓	80	INT
<b>SORTER/SLIDESHOW</b>				
1	PPT 2016 Slide Show	✓	45	BEG
<b>TEXT AND GRAPHICS</b>				
4	PPT 2016 Add a Text Box	✓	139	BEG
9	PPT 2016 Create a Multi-level Bulleted List	✗	176	INT
12	PPT 2016 Animate Shape with Motion Path	✓	11	BEG
13	PPT 2016 Change Spacing	✓	25	INT
16	PPT 2016 Font	✓	35	BEG
19	PPT 2016 Insert Picture	✓	14	BEG
20	PPT 2016 Insert Clip Art	✓	78	BEG
21	PPT 2016 Insert Table	✓	116	INT
23	PPT 2016 Apply Image Effect	✗	81	ADV
24	PPT 2016 Convert text to SmartArt	✓	101	INT
25	PPT 2016 Apply Shape Style	✓	49	INT
30	PPT 2016 Resize Graphic	✓	49	INT
<b>TOOLS AND AUTOMATION</b>				
5	PPT 2016 Insert Comment	✓	17	INT
6	PPT 2016 Display Developer Tab	✓	68	INT
17	PPT 2016 Slide Master view	✓	36	INT
18	PPT 2016 Insert Audio	✓	39	INT
26	PPT 2016 Inspect Presentation	✓	101	INT
28	PPT 2016 Help - Search	✓	134	BEG
29	PPT 2016 Insert Hyperlink	✗	309	INT
34	PPT 2016 Zoom	✓	28	BEG