



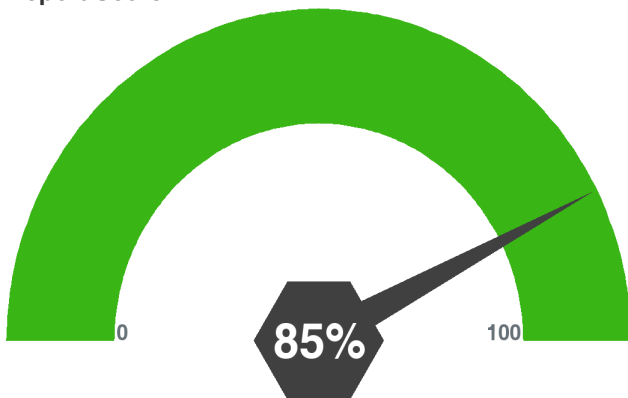
## Digital Literacy 2014 - Essentials

Report Name [REDACTED]  
Email/ID 3184242429674518080  
Date 04/20/2020  
Test Version 1.0

eTicket number 3184242429674518080  
Issued to steve@peoplecentral.co.nz  
Time 16:27:00  
Time Taken 00:21:00

### Performance Overview

#### Report Score



### Performance Analysis

#### Levels

Basic - 22 (total 25)



Intermediate - 11 (total 14)



#### Topics

DESKTOP - 2 (total 4)



EDITING - 5 (total 6)



FILE MANAGEMENT - 4 (total 4)



FILES AND DISKS - 3 (total 4)



FORMATTING - 2 (total 2)



HARDWARE - 2 (total 3)



MAIL - 4 (total 5)



OPERATING SYSTEMS - 1 (total 1)



PRINTING - 2 (total 2)





## QUESTIONS

Q#	Report Name	Status	Time(Sec)	Level
<b>WEB PAGES</b>				
1	IE 10 Go to Web Page	✓	29	INT
2	IE 10 Change Tab	✓	31	BEG
3	IE 10 Open a Web Page Using a Link	✓	11	INT
<b>DESKTOP</b>				
4	Windows 8 Maximize Window	✓	10	BEG
5	Windows 8 Add Icon to Desktop	-	50	INT
<b>FILES AND DISKS</b>				
6	Windows 8 Create a Folder	✓	25	INT
7	Windows 8 Copy File Between Discs	✓	15	BEG
8	Windows 8 Select Multiple Contiguous Files	✗	32	INT
9	Windows 8 Rename a File	✓	24	INT
<b>DESKTOP</b>				
10	Windows 8 Return to Start Screen From Desktop	✗	30	BEG
<b>TOOLS/HELP</b>				
11	Q016 Display the list of Help topics	✓	15	BEG
<b>DESKTOP</b>				
12	Windows 8 Display Maps Screen	✓	31	BEG
<b>HARDWARE</b>				
13	Digital Literacy 2014 Central Processing Unit (CPU)	✓	30	BEG
<b>SOFTWARE</b>				
14	Q924 - Graphical User Interface - Elements	✓	48	BEG
<b>FORMATTING</b>				
15	Excel 2013 Font	✓	22	BEG
<b>EDITING</b>				
16	Word 2013 Insert Text	✓	17	BEG
17	Word 2013 Move Text	✓	35	BEG
<b>SECURITY AND SAFETY</b>				
18	Digital Literacy 2014 Problems - Virus Sources	✓	17	INT
<b>PROBLEM SOLVING</b>				
19	Digital Literacy 2014 Problems - Backup Priorities	✓	9	INT
<b>SOFTWARE</b>				
20	Q259 - Applications - Best Use	✓	19	INT
<b>HARDWARE</b>				
21	Digital Literacy 2014 Hardware - Identify	✗	10	BEG

Q#	Report Name	Status	Time(Sec)	Level
22	Q001 - PC Components	✓	21	BEG
<b>OPERATING SYSTEMS</b>				
23	Digital Literacy 2014 Operating Systems - Requirements	✓	8	BEG
<b>EDITING</b>				
24	Word 2013 Document Orientation	✓	13	BEG
25	Word 2013 Check Spelling	✓	37	INT
<b>FILE MANAGEMENT</b>				
26	Excel 2013 Open Workbook	✓	14	BEG
27	Excel 2013 Start Excel	✓	8	BEG
<b>PRINTING</b>				
28	Excel 2013 Print Preview	✓	9	BEG
<b>EDITING</b>				
29	Word 2013 Replace Text	✗	19	BEG
30	Word 2013 Undo and Redo an Action	✓	48	BEG
<b>FILE MANAGEMENT</b>				
31	Word 2013 Create New Document from a Template	✓	22	INT
32	Word 2013 Save Document	✓	23	BEG
<b>FORMATTING</b>				
33	Word 2013 Change Margins	✓	17	INT
<b>PRINTING</b>				
34	Word 2013 Print Document	✓	16	INT
<b>MAIL</b>				
35	Outlook 2013 Sort E-mail by Subject	✗	39	INT
36	Outlook 2013 Open E-mail	✓	11	BEG
37	Outlook 2013 Forward an E-mail	✓	64	BEG
38	Outlook 2013 Create an E-Mail	✓	23	BEG
39	Outlook 2013 Send E-Mail	✓	5	BEG