

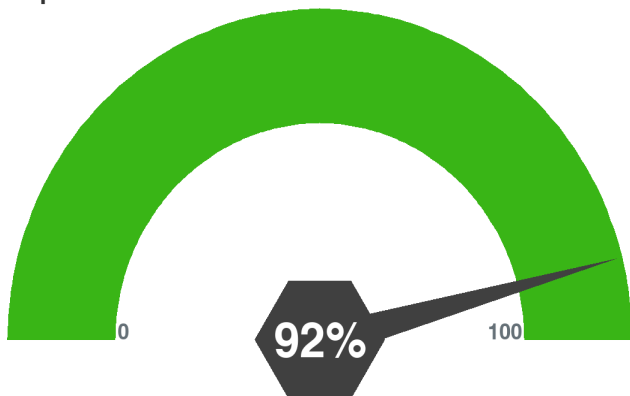
Word 365 - Intermediate (timed)

Report Name Tara Dale
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Date 20/07/2022
Test Version 1.0

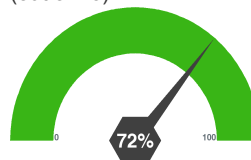
eTicket number 2040998095108578265
Issued to mel@peoplecentral.co.nz
Time 20:22:00
Time Taken 00:25:00

Performance Overview

Report Score



This account's Score (out of 26)



Performance Analysis

Topics



QUESTIONS

Q#	Report Name	Status	Time(Sec)	Level
EDITING				
30	Word 365 Paste Text	✓	12	BEG
31	Word 365 Compare documents	✓	73	INT
32	Word 365 Create a bulleted list from existing text	✓	13	BEG
33	Word 365 Copy Text	✓	8	BEG
34	Word 365 Insert a symbol	✓	48	BEG
35	Word 365 Correct a misspelled word	✓	25	BEG
36	Word 365 Replace Text	✓	100	BEG
37	Word 365 Find Text	✓	19	BEG
FILE MANAGEMENT				
25	Word 365 Protect a form	✓	145	INT
26	Word 365 Open a OneDrive Document	✓	20	INT
27	Word 365 Create a new document from a template	✓	13	INT
28	Word 365 Exit Word	✓	11	BEG
29	Word 365 Open an existing document	✓	29	BEG
FORMATTING				
9	Word 365 Apply Style	✓	34	INT
10	Word 365 Align Shapes	✓	74	INT
11	Word 365 Create a document header	✓	42	INT
12	Word 365 Set custom margins	✓	29	INT
13	Word 365 Change line spacing	✓	12	INT
14	Word 365 Change text Case	✓	59	INT
15	Word 365 Display the ruler	✓	34	INT
16	Word 365 Right-align a paragraph	✓	8	BEG
17	Word 365 Set a tab stop	✗	56	BEG
18	Word 365 Change the font	✓	10	BEG
19	Word 365 Italicize Text	✓	8	BEG
20	Word 365 Format Text as Columns	✓	23	ADV
PRINTING				
24	Word 365 Print a document	✓	36	INT
TABLES AND GRAPHICS				
1	Word 365 Insert Smart Art	✗	92	INT
2	Word 365 Insert Chart	✓	38	INT
3	Word 365 Repeat a table header row across pages	✓	41	INT
4	Word 365 Rotate Shape	✓	82	INT
5	Word 365 Fill Color	✓	29	INT
6	Word 365 Add a page border	✗	68	INT
7	Word 365 Create a table	✓	23	BEG
8	Word 365 Wrap text around a graphic	✓	17	BEG
TOOLS AND AUTOMATION				
21	Word 365 Start Mail Merge	✓	25	INT
22	Word 365 Zoom	✓	58	INT
23	Word 365 Search Help	✓	24	ADV