

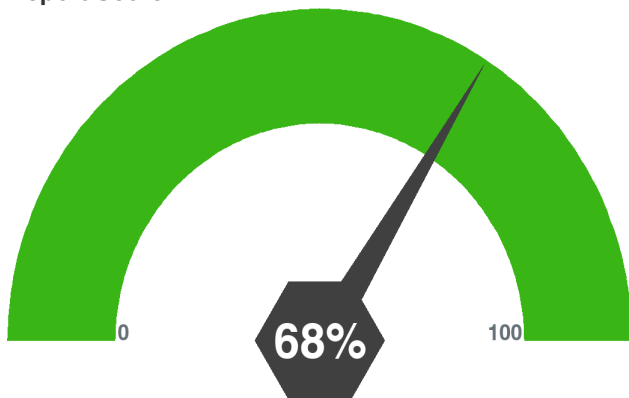
## Word 365 - Intermediate (timed)

Report Name [REDACTED]  
 Email/ID [REDACTED]  
 Date 09/02/2026  
 Test Version 1.0

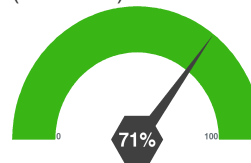
eTicket number 3382372699117927414  
 Issued to [REDACTED]  
 Time 16:34:00  
 Time Taken 00:24:00

### Performance Overview

#### Report Score

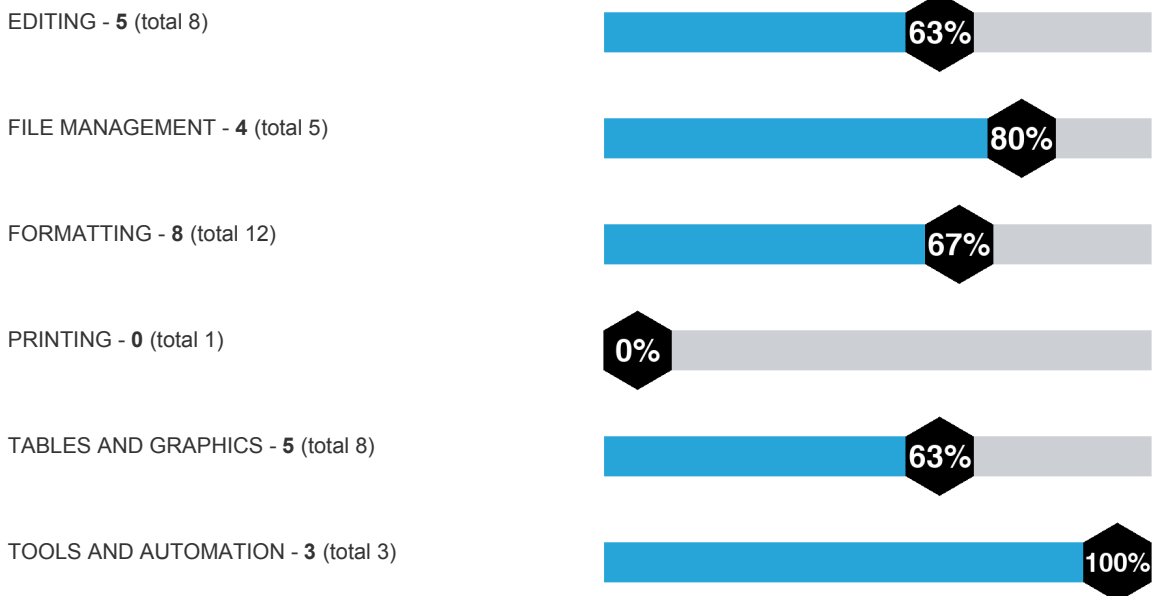


#### This account's Score (out of 150)



### Performance Analysis

#### Topics



### QUESTIONS

Q#	Report Name	Status	Time(Sec)	Level
<b>EDITING</b>				
30	Word 365 Paste Text	✓	9	BEG

Q#	Report Name	Status	Time(Sec)	Level
31	Word 365 Compare documents	✓	52	INT
32	Word 365 Create a bulleted list from existing text	✓	7	BEG
33	Word 365 Copy Text	✓	6	BEG
34	Word 365 Insert a symbol	✗	36	BEG
35	Word 365 Correct a misspelled word	✓	13	BEG
36	Word 365 Replace Text	✗	30	BEG
37	Word 365 Find Text	✗	13	BEG
<b>FILE MANAGEMENT</b>				
25	Word 365 Protect a form	✗	48	INT
26	Word 365 Open a OneDrive Document	✓	30	INT
27	Word 365 Create a new document from a template	✓	23	INT
28	Word 365 Exit Word	✓	10	BEG
29	Word 365 Open an existing document	✓	21	BEG
<b>FORMATTING</b>				
9	Word 365 Apply Style	✓	10	INT
10	Word 365 Align Shapes	✗	40	INT
11	Word 365 Create a document header	✓	74	INT
12	Word 365 Set custom margins	✓	29	INT
13	Word 365 Change line spacing	✓	35	INT
14	Word 365 Change text Case	✓	31	INT
15	Word 365 Display the ruler	✗	46	INT
16	Word 365 Right-align a paragraph	✓	8	BEG
17	Word 365 Set a tab stop	✗	19	BEG
18	Word 365 Change the font	✓	10	BEG
19	Word 365 Italicize Text	✓	7	BEG
20	Word 365 Format Text as Columns	✗	19	ADV
<b>PRINTING</b>				
24	Word 365 Print a document	✗	22	INT
<b>TABLES AND GRAPHICS</b>				
1	Word 365 Insert Smart Art	✗	202	INT
2	Word 365 Insert Chart	✗	96	INT
3	Word 365 Repeat a table header row across pages	✓	45	INT
4	Word 365 Rotate Shape	✗	90	INT
5	Word 365 Fill Color	✓	28	INT
6	Word 365 Add a page border	✓	44	INT
7	Word 365 Create a table	✓	27	BEG
8	Word 365 Wrap text around a graphic	✓	10	BEG
<b>TOOLS AND AUTOMATION</b>				
21	Word 365 Start Mail Merge	✓	16	INT
22	Word 365 Zoom	✓	8	INT
23	Word 365 Search Help	✓	13	ADV