

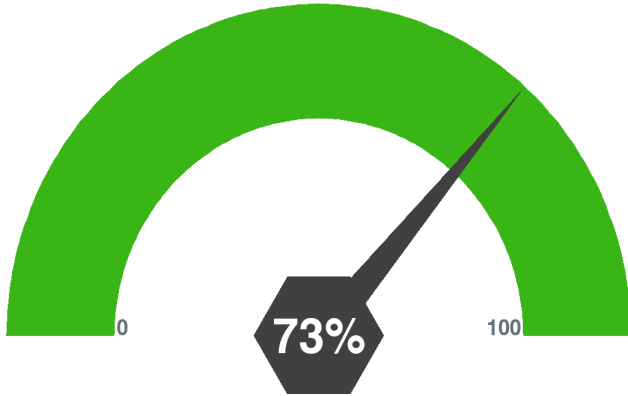
## Word 2016 - Intermediate

Report Name Sam Test Taker  
 Email/ID abc@totaltesting.com  
 Date 12/22/2021  
 Test Version 1.0

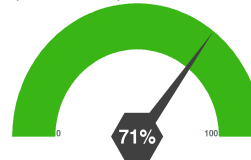
eTicket number 1104959358301906512  
 Issued to TEST\_ADMIN  
 Time 14:51:00  
 Time Taken 00:11:00  
 Company Name Total Testing

### Performance Overview

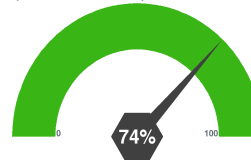
#### Report Score



#### This account's Score (out of 153)



#### All recorded Scores (out of 21542)



### Performance Compared to Other Test Takers

Percentile Ranking



### Performance Analysis

#### Levels

Basic - 14 (total 15)



Intermediate - 13 (total 20)



Advanced - 0 (total 2)



#### Topics

EDITING - 6 (total 8)



FILE MANAGEMENT - 5 (total 5)



FORMATTING - 8 (total 12)



PRINTING - 1 (total 1)



TABLES AND GRAPHICS - 6 (total 8)



TOOLS AND AUTOMATION - 1 (total 3)



## QUESTIONS

Q#	Report Name	Status	Time(Sec)	Level
<b>EDITING</b>				
1	Word 2016 Find Text	✓	9	BEG
2	Word 2016 Replace Text	✓	12	BEG
3	Word 2016 Correct Spelling	✓	9	BEG
4	Word 2016 Insert Symbol	✓	15	BEG
5	Word 2016 Copy Text	✓	6	BEG
6	Word 2016 Create a Bulleted List	✗	10	BEG
7	Word 2016 Compare Documents	✗	5	INT
8	Word 2016 Paste Text	✓	4	BEG
<b>FILE MANAGEMENT</b>				
9	Word 2016 Open Document	✓	18	BEG
10	Word 2016 Exit Word	✓	5	BEG
11	Word 2016 Create New Document from a Template	✓	11	INT
12	Word 2016 Open One Drive Document	✓	17	INT
13	Word 2016 Protect Form	✓	35	INT
<b>FORMATTING</b>				
14	Word 2016 Format Text as Columns	✗	20	ADV
15	Word 2016 Italicize Text	✓	3	BEG
16	Word 2016 Font	✓	7	BEG
17	Word 2016 Set Tab Stop	✓	7	BEG
18	Word 2016 Right-align Paragraph	✓	9	BEG
19	Word 2016 Display the Ruler	✓	14	INT
20	Word 2016 Change Case	✗	13	INT
21	Word 2016 Change Line Spacing	✓	7	INT
22	Word 2016 Set Custom Margins	✓	28	INT
23	Word 2016 Create a Header	✗	41	INT
24	Word 2016 Align Shapes	✗	31	INT
35	Word 2016 Apply Style	✓	10	INT
<b>PRINTING</b>				
25	Word 2016 Print Document	✓	9	INT
<b>TABLES AND GRAPHICS</b>				
26	Word 2016 Wrap Text	✓	23	BEG
27	Word 2016 Create Table	✓	14	BEG
28	Word 2016 Add Page Border	✗	42	INT
29	Word 2016 Fill Color	✓	18	INT
30	Word 2016 Rotate Shape	✗	27	INT
31	Word 2016 Repeat Table Header Row	✓	21	INT
36	Word 2016 Insert Chart	✓	18	INT
37	Word 2016 Insert Smart Art	✓	20	INT
<b>TOOLS AND AUTOMATION</b>				
32	Word 2016 Search Help	✗	49	ADV
33	Word 2016 Zoom	✓	7	INT
34	Word 2016 Start Mail Merge	✗	7	INT

