



## General Scoring Guidelines for MS Office

The scoring guidelines are of a “rule of thumb” nature and very general. We encourage our clients to review the job skills needed to determine if a percentage is acceptable or not. While an overall score is a good starting point, you may need to drill down to the level or even the questions to review areas of importance.

### **An Overall score between 50-70%:**

This score is considered a novice or beginner type user. This type of user can use the application, but at a basic level.

### **An Overall score between 70-80%:**

This score is considered an intermediate user. This type of user can use the application well, they have the aptitude to do many things in the application and most likely the ability to learn more. While this user could not teach a class, their knowledge has a solid foundation.

### **An Overall score between 80-100%:**

This score is considered an advanced user. This type of user can use the application very well and has a strong understanding of the application. They will easily learn new techniques and perform well in this application.

Questions? Not sure what the score means? We are happy to go over test scores with you and answer any questions. Our expertise is in testing, and we are happy to help! Call, email, or chat with us!