Vince Sample

Criteria
Score Report

SKILLS TEST

Microsoft PowerPoint 365 Test

The Microsoft PowerPoint 365 test measures proficiency with a wide range of functionalities in PowerPoint 365, from beginner to advanced level.
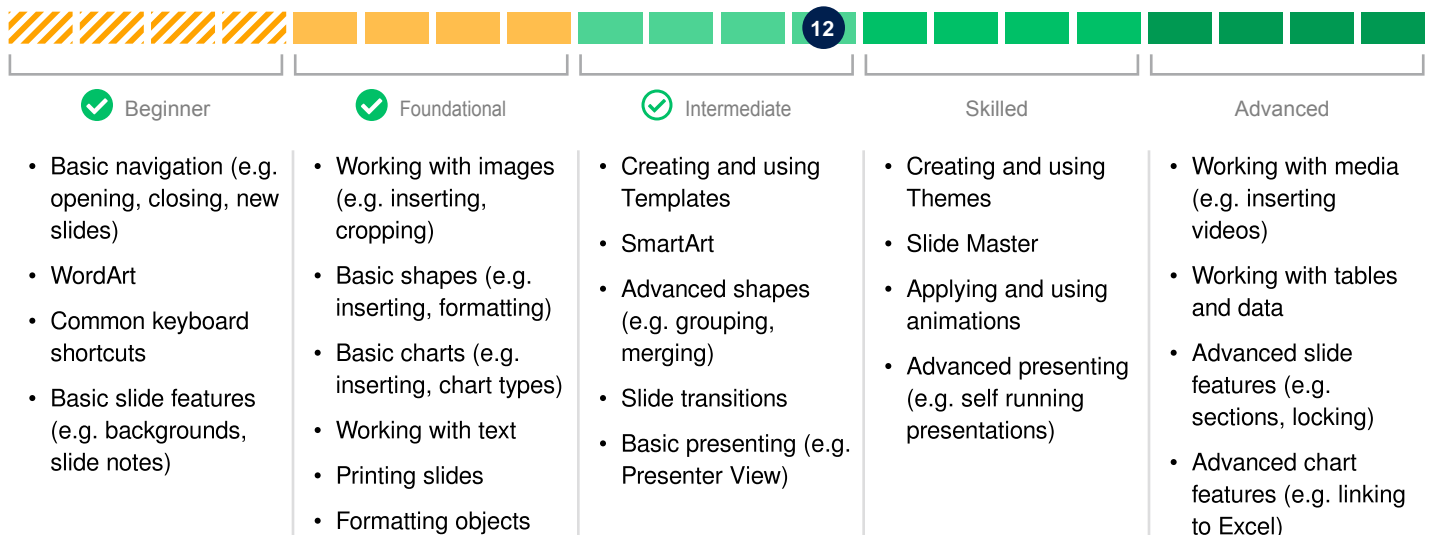
Results Summary

Score	Proficiency
12	**Intermediate**

Results Details

Candidates receive a score from 1-20 and a proficiency rating from Beginner to Advanced. The score is a numerical reflection of the candidate's proficiency.

Vince received a score of 12 on the Microsoft PowerPoint 365 test, indicating that their proficiency is at the Intermediate level.

The table below provides a summary of the knowledge and skills for each proficiency level. Note that the content areas included in the table are not exhaustive of each category.

12

✅ Beginner	✅ Foundational	✅ Intermediate	Skilled	Advanced
• Basic navigation (e.g. opening, closing, new slides) • WordArt • Common keyboard shortcuts • Basic slide features (e.g. backgrounds, slide notes)	• Working with images (e.g. inserting, cropping) • Basic shapes (e.g. inserting, formatting) • Basic charts (e.g. inserting, chart types) • Working with text • Printing slides • Formatting objects	• Creating and using Templates • SmartArt • Advanced shapes (e.g. grouping, merging) • Slide transitions • Basic presenting (e.g. Presenter View)	• Creating and using Themes • Slide Master • Applying and using animations • Advanced presenting (e.g. self running presentations)	• Working with media (e.g. inserting videos) • Working with tables and data • Advanced slide features (e.g. sections, locking) • Advanced chart features (e.g. linking to Excel)

✅ Indicates the **current level of proficiency** for the candidate. They are likely to be able to perform some of the functions in this category but not all.

✅ Indicates the candidate has **exceeded this level of proficiency**. They are likely to be able to perform the functions included in this category.