## Vince Sample

Position: Sample Test Portfolio Test Date: June 5, 2023 Test Event ID: ABC-D1Fg-2H3I-jkImN | Test Ver: 1.0



<b>SKILLS TEST</b> Microsoft Word 365 Test	Results Summary	
The Microsoft Word 365 test measures proficiency with a wide range of functionalities in Word 365, from beginner to advanced level.	Score 12	Proficiency 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 Word 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
<ul> <li>Create, close, save, and print documents</li> <li>Cut, copy, and paste text</li> <li>Fonts (e.g. bold, underline)</li> <li>Basic editing (e.g. spelling and grammar, undo and redo)</li> <li>Inserting numbered and bulleted lists</li> </ul>	<ul> <li>Formatting (e.g. page numbers, indenting paragraphs, line spacing, margins)</li> <li>Tables (e.g. inserting or deleting rows and columns, aligning text in cells)</li> <li>Shapes (inserting, grouping, formatting)</li> <li>Pictures (inserting, cropping, rotating)</li> <li>Document protection (e.g. passwords, read-only format)</li> </ul>	<ul> <li>Templates</li> <li>Themes</li> <li>Referencing (e.g. footnotes, citations)</li> <li>Page and section breaks</li> <li>SmartArt</li> <li>Advanced editing (e.g. format painter, find and replace)</li> </ul>	<ul> <li>Headers and footers</li> <li>Styles</li> <li>Table of contents (inserting, formatting)</li> <li>Language and dictionary (e.g. translating text, default languages)</li> <li>Track changes</li> <li>Document protection (e.g. passwords, read-only format)</li> </ul>	<ul> <li>Mail merge</li> <li>Fields (e.g. insert fields, field codes)</li> <li>Bookmarks</li> <li>Master documents (e.g. creating and merging subdocuments)</li> <li>Macros and VBA</li> <li>Building Blocks</li> </ul>

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.

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