Criteria

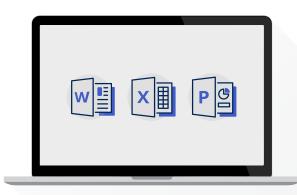# Microsoft Office Skills Tests

Word, Excel, and PowerPoint

Measures basic software proficiency

Microsoft Word, Excel, and PowerPoint are widely used in a variety of different positions. Pre-employment tests for Word, Excel, and PowerPoint are helpful for determining whether or not an applicant has the basic competency required to use these programs successfully in the workplace, allowing employers to hire individuals who won't require additional training in those areas. These assessments can be administered separately or together depending on the job requirements for any given position.

Microsoft Word

The Word test measures proficiency with a wide range of functionalities in Word 2013 or 2016. The test is 10 minutes and contains 20 questions. It assesses an individual's ability to successfully complete basic tasks within Word across a wide range of positions requiring regular computer use. Some of these include creating a document, using mail merge, formatting text, working with margins, and editing, formatting, and copying text.

Timed Test: 10 minutes

Microsoft Excel

The Excel test measures proficiency with a wide range of functionalities in Excel 2013 or 2016. The test is 10 minutes and contains 20 questions. It assesses an individual's ability to successfully complete basic tasks within Excel across a wide range of positions requiring regular computer use and data entry. Some of the tasks include creating and saving workbooks, editing and formatting, working with formulas and functions, and manipulating charts.

Timed Test: 10 minutes

Microsoft PowerPoint

The PowerPoint test measures proficiency with a wide range of functionalities in PowerPoint 2013 or 2016. The test is 10 minutes and contains 20 questions. It assesses an individual's ability to successfully complete basic tasks that are necessary to a wide range of positions requiring regular PowerPoint use. Some of the tasks include working with images and text boxes, creating presentations, formatting slides, and printing.

Timed Test: 10 minutes