

# Microsoft Word 2003

## Assessment Fact Sheet

### Overview

Word 2003 is the word processing component of the Microsoft Office 2003 suite. The Microsoft Word 2003 assessment evaluates the candidate's experience in organizing and formatting tables, paragraphs, font styles, AutoText entries, bulleted and numbered lists, envelopes and labels, formatting and managing documents using templates, print settings, spelling and grammar tools, creating content with clipart, graphics, charts and symbols, and using document reviewing features to share information with other users. There are two versions of this test available: full-length and "Essentials". The full length version consists of 30 items and the Essentials version consists of the 20 most important, most frequently performed tasks. All questions are written at an 8<sup>th</sup> grade reading level.

### Details

Allowed Time (minutes)	Essentials: 25 minutes Full Length: 35 minutes
Number of Questions	Essentials: 20 questions Full Length: 30 questions
Number of Forms Available	2
Number of Sitzings	One
Designed for Unproctored Environment	Yes
Questions per Skill Level	10 Beginning, 10 Intermediate, 10 Advanced
Question Format	Simulation
Product Category	Software Skills

### Knowledge, Skills, Abilities and Competencies Measured

Measures skills in using a word processing application.

## Example Questions

The screenshot shows a Previsor test window. Inside, a Microsoft Word document titled 'Future Financial.doc' is open. The document contains a letter template for 'Future Financial, Inc.' dated November 29, 2004. The letter is addressed to 'Dear Sir or Madam:' and includes a placeholder for a recipient's address and a signature line. A question is displayed below the document: 'Search for the Money clipart in Office Collections, then add the Money clipart to the document at the current cursor position.' The Previsor interface includes a 'Next' button and a 'Time Remaining' indicator showing 0h : 24m : 54s for Question 2 of 20.

## Example Reports

<b>Score Summary: 76.7 -- Percentile: 75</b>			
Total Number of Questions:	30		
Number Correct:	23		
Number Incorrect:	1		
Number left Blank:	6		
<b>Analysis By Skill Level:</b>			
Basic	10 of 10 Correct (100%)		
Intermediate	6 of 10 Correct (60%)		
Advanced	7 of 10 Correct (70%)		
Overall Score	23 of 30 Correct (76%)		
<b>Score Comparison:</b>			
<b>Company Wide Comparison: 0 Scores.</b>			
	Average	High	Low
Score	0.0	0.0	0.0
Time (mm:ss)	00:00	00:00	00:00
<b>System Wide Comparison: 0 Scores.</b>			
	Average	High	Low
Score	0.0	0.0	0.0
Time (mm:ss)	00:00	00:00	00:00
<b>Time Summary:</b>			
Time Taken (mm:ss):	10:33		
Started on:	3/31/05 9:07 AM		
Completed on:	3/31/05 9:22 AM		
<b>Analysis By Job Skill:</b>			
Organizing Content	3 of 5 Correct (60%)		
Formatting & Managing Documents	5 of 7 Correct (71%)		
Collaborating	2 of 3 Correct (67%)		
Formatting Content	8 of 8 Correct (100%)		
Creating Content	6 of 7 Correct (86%)		