

Microsoft Word 2007

Assessment Fact Sheet

Overview

Microsoft Word 2007 is the word processing component of the Microsoft Office 2007 suite. The Word2007 assessment evaluates the candidate's experience in using templates to create new documents, saving, printing, and viewing documents, creating and formatting tables, paragraphs, font styles, graphics, and bulleted and numbered lists, modifying page layout options including footers, margins, and pagination, using mail merge features to create documents for mass mailings, using Quick Parts and Building Blocks, modifying graphics and SmartArt, using document properties to organize content, and preparing documents for distribution using inspection tools to remove unwanted personal and hidden content.

Job Level	Individual Contributor
Job Family/Title	Knowledge Worker, Computer User

Details

Average Testing Time (minutes)	35 minutes
Allowed Time (minutes)	35 minutes
Maximum Number of Questions	30 questions
Designed for Remote Testing	Yes
Question Format	Simulation, Multiple Choice
Product Category	Software Skills

Knowledge, Skills, Abilities and Competencies Measured

Measures knowledge of the following Microsoft Word 2007 4 topics:

- Creating, Saving, and Printing Documents
- Formatting Content
- Organizing Content
- Reviewing and Securing Documents

Example Questions

Quality Control
Quality control activities are performed continuously to verify that project management and project deliverables are of high quality and meet quality standards.

Quality assurance also helps uncover causes of unsatisfactory results and identifies lessons learned to avoid similar issues in this and other projects.

Project Deliverables and Processes Acceptance Criteria
Project team members and key stakeholders agree at the project planning stage on formal project processes and major deliverable acceptance criteria that will be used to evaluate final deliverable results before the results are formally approved.

2.2 Project Overview
[Describe the background and context for the project to provide its justification. Identify the business value of the proposed deliverables. This section can be copied from the project charter or a similar document. The project goals/objectives or scope statement is usually sufficient. The overview can include a high-level view of the project schedule, assumptions, dependencies, risks, and cost.]

2.3 Quality Standards

Page: 4 of 8 | Words: 224,321 | 300%

Modify the paragraph layout by adding 12 pt spacing to the end of the selected paragraph.

Example Reports

Test: Microsoft Word 2007

Score Summary: 93.3 -- Percentile: 98

Total Number of Questions: 30

Number Correct: 28

Number Incorrect: 2

Number left Blank: 0

Analysis By Skill Level:

Basic: 10 of 10 Correct (100%)

Intermediate: 9 of 10 Correct (90%)

Advanced: 9 of 10 Correct (90%)

Overall Score: 28 of 30 Correct (93%)

Score Comparison:

Company Wide Comparison: 342 Scores.

Score: 89.7

High: 100.0

Low: 0.0

Time (mm:ss): 20:05

High: 35:00

Low: 05:09

System Wide Comparison: 11453 Scores.

Score: 53.9

High: 100.0

Low: 0.0

Time (mm:ss): 22:14

High: 35:00

Low: 01:52

Time Summary:

Time Taken (mm:ss): 14:43

Started on: 8/12/09 2:00 PM

Completed on: 8/12/09 2:11 PM

Analysis By Job Skill:

Creating, Saving, and Printing Documents: 5 of 5 Correct (100%)

Formatting Content: 9 of 10 Correct (90%)

Organizing Content: 8 of 9 Correct (89%)

Reviewing and Securing Documents: 5 of 5 Correct (100%)

Score Details:

#	Question Description	Job Skill	Skill Level	Result	Time (seconds)
1	Use a template to create a new document	Creating, Saving, and Printing Documents	Basic	Correct	13.5
2	Add a table to a document	Organizing Content	Basic	Correct	9.5
3	Modify a bulleted list	Formatting Content	Basic	Correct	47.6
4	Modify the text font face	Formatting Content	Basic	Correct	9.4
5	Use Print Preview to view a document	Creating, Saving, and Printing Documents	Basic	Correct	10.8