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

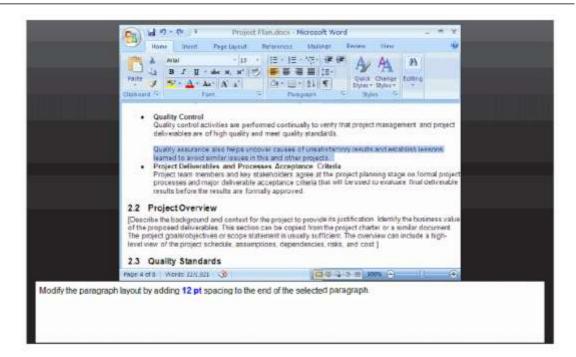|	
Average Testing Time (minutes)	35 minutes
Allowed Time (minutes)	35 minutes
Maximum Number of Questions	30 questions
Designed for Remote Testing	Yes
Question Format	Simulation, Multiple Choice
Product Category	Software Skills

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

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

Example Reports