Microsoft Word 2007 – Essentials

Assessment Fact Sheet

Overview

Microsoft Word 2007 is the word processing component of the Microsoft Office 2007 suite. The Microsoft Word 2007 - Essentials assessment evaluates the candidate's experience in using templates to create new documents, saving documents for previous versions of Word users, printing and viewing documents, creating, organizing and formatting tables, paragraphs, font styles, graphics, bulleted and numbered lists, and modifying page layout options including footers, margins, and pagination, and using mail merge features to create documents for mass mailings. The Essentials test consists of the 20 most important, most frequently performed tasks. All questions are written at an 8th grade reading level.
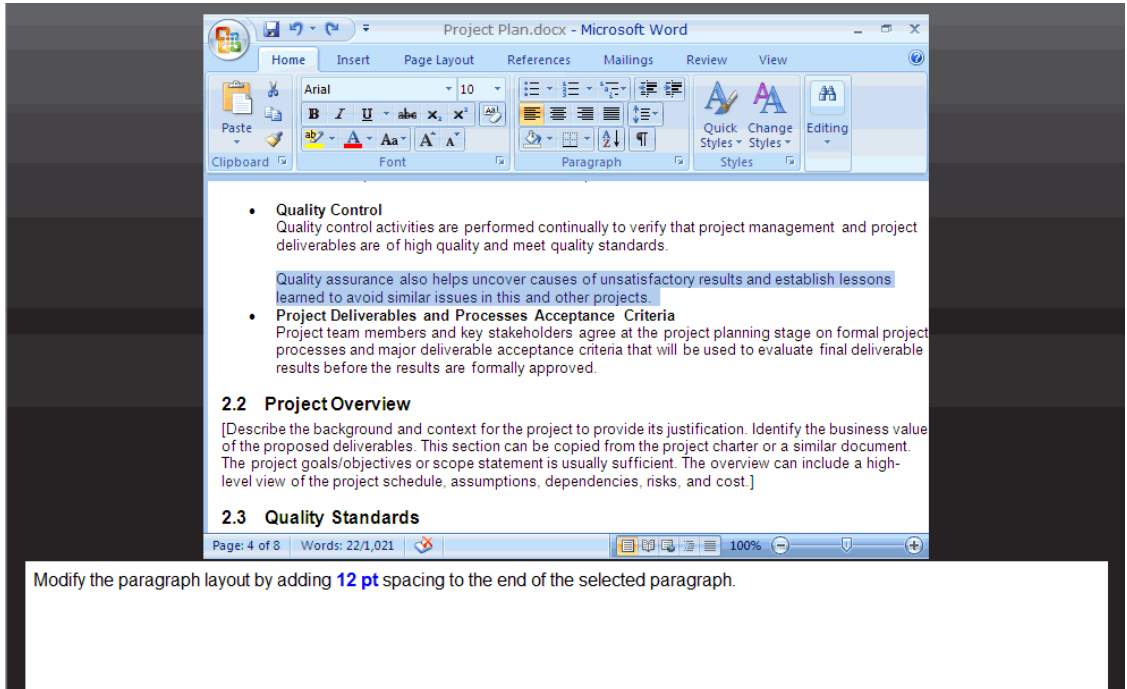
Details

Allowed Time (minutes)	25 minutes
Maximum Number of Questions	20 questions
Number of Sittings	One
Designed for Unproctored Environment	Yes
Questions per Skill Level	Beginning: 10 questions Intermediate: 10 questions
Question Format	Simulation
Product Category	Software Skills

Knowledge, Skills, Abilities and Competencies Measured

Measures skills in using a word processing application.

Example Questions

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

Example Reports

Score Summary: 70.0

Total Number of Questions:	20
Number Correct:	12
Number Incorrect:	6
Number left Blank:	2

Analysis By Skill Level:

Basic	9 of 10 Correct (90%)
Intermediate	5 of 10 Correct (50%)
Overall Score	14 of 20 Correct (70%)

Score Comparison:

Company Wide Comparison: 5 Scores.

	Average	High	Low
Score	62.4	95.5	0.0
Time (mm:ss)	17:15	35:00	06:04

System Wide Comparison: 33 Scores.

	Average	High	Low
Score	63.4	95.5	0.0
Time (mm:ss)	17:16	35:00	04:06

Time Summary:

Time Taken (mm:ss):	10:57
Started on:	6/2/08 5:47 PM
Completed on:	6/2/08 6:01 PM

Analysis By Job Skill:

Creating, Saving, and Printing Documents	4 of 5 Correct (80%)
Formatting Content	5 of 7 Correct (71%)
Organizing Content	2 of 4 Correct (50%)
Reviewing and Securing Documents	1 of 4 Correct (25%)