

MS OFFICE—WORD

MS Office

Updated: May 09

Overview

2003 Version

Available in Basic, Intermediate,
Expert and All Levels

Test Details

Question Presentation Type	Fully simulated
Candidate Practice Available	Yes
Randomised Questioning	Yes
Available questions in pool	80
Number of questions presented	15
Time Allowed	15
Average Time to Complete	15 mins

Skills Measured

Knowledge of MS office applications

Sample Question

Basic—Change the text to bold

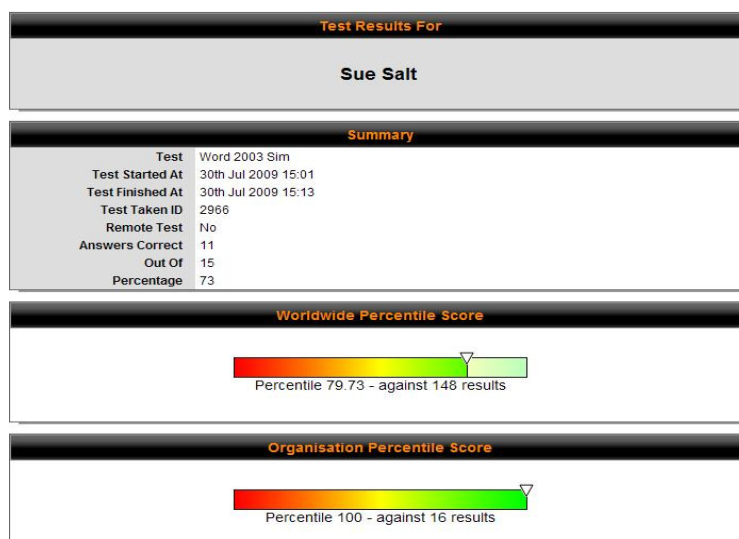
Intermediate—Change the save options, so that a backup copy of the document is always created.

Expert— Reveal formatting of selected text.

Recommended Applications

Office and Clerical Staff

Sample Results



Complementary Tests

Speed Typing

Audio Typing

MS Excel, Outlook