

MS Office Word 2007

Msoffice 07 MultiC

Updated: August 09

Overview

2007 Version

Skills Measured

Proficiency in MS Office applications

Knowledge of creating, editing and manipulating documents using word processing software.

Recommended Applications

Office and Clerical Staff

Complementary Tests

MS Excel, Outlook, Powerpoint

Fully simulated MS Office assessments

Speed typing

Audio typing

Test Details

Question Presentation Type	Multi Choice
Candidate Practice Available	Yes
Randomised Questioning	Yes
Available questions in pool	30
Number of questions presented	30
Time Allowed	30 mins
Average Time to Complete	20 mins

Sample Question

- Q.** What is the correct answer path to split a table in a Microsoft word document?
- A. Table tools—layout—properties
 - B. Table tools—layout—merge toolbar
 - C. Table tools—layout— alignment
 - D. Table tools— layout—rows and columns

Sample Results

