

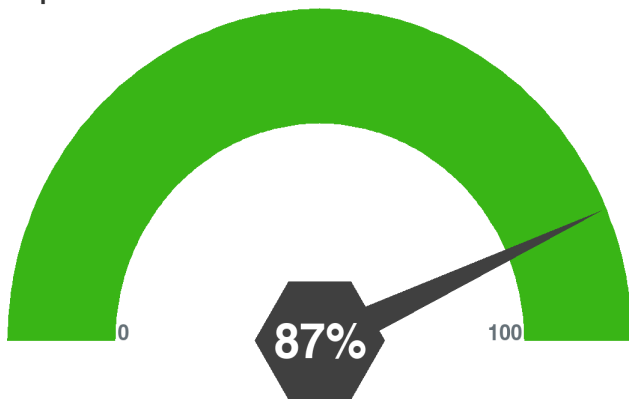
## Word-Excel-Outlook 365

Report Name Julie Sample  
 Email/ID 123456  
 Date 09/16/2021  
 Test Version 1.0

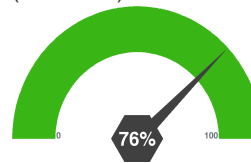
eTicket number 7316959721591896253  
 Issued to TEST\_ADMIN  
 Time 12:42:00  
 Time Taken 00:10:00

### Performance Overview

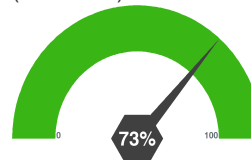
#### Report Score



#### This account's Score (out of 103)



#### All recorded Scores (out of 132)



### Performance Compared to Other Test Takers

Percentile Ranking



### Performance Analysis

#### Levels

Basic - 13 (total 15)



Intermediate - 13 (total 15)



#### Topics

ANALYSIS - 1 (total 1)



CALENDAR - 3 (total 4)



CONTACTS - 2 (total 2)



EDITING - 5 (total 6)



FILE MANAGEMENT - 2 (total 2)



FORMATTING - 5 (total 6)





## QUESTIONS

Q#	Report Name	Status	Time(Sec)	Level
<b>ANALYSIS</b>				
11	Excel 365 Autosum	✓	3	INT
<b>CALENDAR</b>				
21	Outlook 365 Create a meeting reminder	✗	42	INT
22	Outlook 365 Accept and update with time	✓	6	BEG
23	Outlook 365 E-mail to all attendees	✓	6	INT
24	Outlook 365 Schedule recurring meeting	✓	96	BEG
<b>CONTACTS</b>				
25	Outlook 365 Create Distribution List	✓	12	BEG
26	Outlook 365 Add sender to Contact List	✓	13	BEG
<b>EDITING</b>				
1	Word 365 Find Text	✓	53	BEG
2	Word 365 Insert a symbol	✓	15	BEG
12	Excel 365 Insert Column	✓	6	BEG
13	Excel 365 Copy Cells	✓	7	BEG
14	Excel 365 Find and Replace	✓	14	INT
15	Excel 365 Undo	✗	9	BEG
<b>FILE MANAGEMENT</b>				
10	Word 365 Open an existing document	✓	14	BEG
16	Excel 365 Create Workbook from Template	✓	7	INT
<b>FORMATTING</b>				
7	Word 365 Change line spacing	✓	16	INT
8	Word 365 Set custom margins	✓	16	INT
9	Word 365 Change the font	✓	5	BEG
17	Excel 365 Add Border to Range	✓	5	INT
18	Excel 365 Hide Column	✓	5	BEG
19	Excel 365 Margins	✗	10	BEG
<b>GRAPHICS</b>				
20	Excel 365 Create Chart	✓	27	INT
<b>MAIL</b>				
27	Outlook 365 Out of office internal	✓	25	INT
28	Outlook 365 Apply Flag to E-mail	✓	6	INT
<b>PRINTING</b>				

Q#	Report Name	Status	Time(Sec)	Level
5	Word 365 Print a document	✓	68	INT
<b>TABLES AND GRAPHICS</b>				
6	Word 365 Create a table	✓	11	BEG
<b>TOOLS</b>				
29	Outlook 365 To Do List - New Task	✓	14	BEG
30	Outlook 365 Create Note	✓	35	INT
<b>TOOLS AND AUTOMATION</b>				
3	Word 365 Zoom	✗	9	INT
4	Word 365 Start Mail Merge	✓	9	INT