

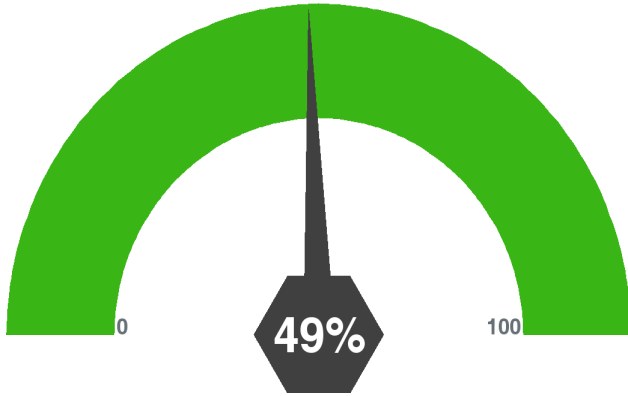
PowerPoint 365 - Intermediate

Report Name Julie Sample
Email/ID 8124
Date 03/06/2020
Test Version 1.0

eTicket number 7082918571972256129
Issued to TEST_ADMIN
Time 16:32:00
Time Taken 00:30:00

Performance Overview

Report Score



Performance Analysis

Levels

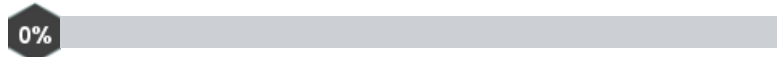
BEGINNER - 8 (total 13)



INTERMEDIATE - 9 (total 20)



ADVANCED - 0 (total 2)



Topics

FILE MANAGEMENT - 2 (total 4)



FORMATTING - 1 (total 7)



PRINTING - 0 (total 1)



SORTER/SLIDESHOW - 3 (total 3)



TEXT AND GRAPHICS - 8 (total 12)



TOOLS AND AUTOMATION - 3 (total 8)



QUESTIONS

Q#	Report Name	Status	Time(Sec)	Level
FILE MANAGEMENT				
1	PowerPoint 365 Save to PDF	✗	148	ADV
2	PowerPoint 365 Save Presentation	✗	70	BEG

Q#	Report Name	Status	Time(Sec)	Level
9	PowerPoint 365 Save to location (OneDrive)	✓	25	INT
29	PowerPoint 365 Create New Presentation - Template	✓	29	BEG
FORMATTING				
3	PowerPoint 365 Delete a slide	✓	64	BEG
4	PowerPoint 365 Insert New Slide	✗	43	BEG
5	PowerPoint 365 Change the layout of a slide	✗	105	BEG
6	PowerPoint 365 Apply a background style	✗	24	INT
7	PowerPoint 365 Change the theme	✗	17	INT
8	PowerPoint 365 Transition	✗	12	INT
28	PowerPoint 365 Merge cells in a table	✗	23	INT
PRINTING				
11	PowerPoint 365 Print Notes	✗	36	INT
SORTER/SLIDESHOW				
12	PowerPoint 365 Run a slide show	✓	56	BEG
30	PowerPoint 365 Timed Slide Show	✓	79	INT
31	PowerPoint 365 Change the order of slides	✓	19	INT
TEXT AND GRAPHICS				
15	PowerPoint 365 Apply an effect to an image	✗	14	ADV
16	PowerPoint 365 Clip Art - Insert	✓	37	BEG
17	PowerPoint 365 Insert a picture	✓	35	BEG
18	PowerPoint 365 Change Spacing	✗	58	INT
19	PowerPoint 365 Add a text box	✗	92	BEG
20	PowerPoint 365 Insert Table	✓	26	INT
21	PowerPoint 365 Animate shape with motion path	✓	28	BEG
22	PowerPoint 365 Create a multi-level bulleted list	✗	21	INT
23	PowerPoint 365 Convert text to a SmartArt graphic	✓	54	INT
24	PowerPoint 365 Apply a style to a shape	✓	69	INT
25	PowerPoint 365 Resize a graphic	✓	28	INT
32	PowerPoint 365 Change Font	✓	17	BEG
TOOLS AND AUTOMATION				
10	PowerPoint 365 Inspect Presentation	✗	25	INT
13	PowerPoint 365 Insert Hyperlink	✗	100	INT
14	PowerPoint 365 Insert Comment	✓	234	INT
26	PowerPoint 365 Zoom	✗	24	BEG
27	PowerPoint 365 Insert Audio	✓	42	INT
33	PowerPoint 365 Search Help	✓	24	BEG
34	PowerPoint 365 Display Developer Tab	✗	17	INT
35	PowerPoint 365 Switch to Slide Master view	✗	17	INT