

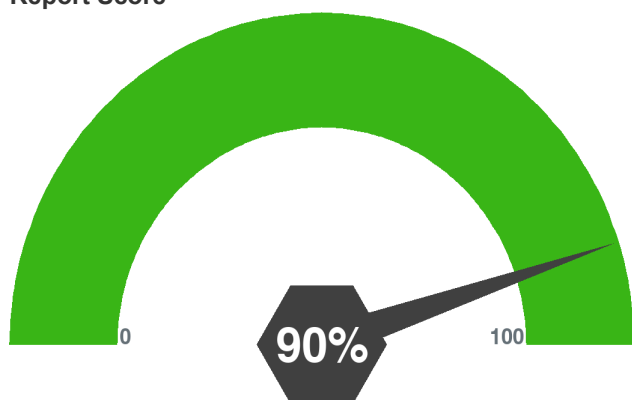
Word-Excel 365 Core Skills

Report Name Julie Sample
Email/ID 8124
Date 03/14/2025
Test Version 1.0

eTicket number 4975575056279473271
Issued to TEST_ADMIN
Time 13:11:00
Time Taken 00:21:00

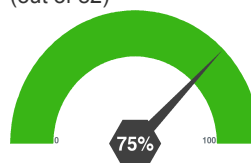
Performance Overview

Report Score



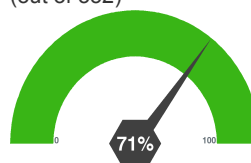
This account's Score

(out of 82)



All recorded Scores

(out of 352)



Performance Compared to Other Test Takers

Percentile Ranking



Performance Analysis

Levels

Basic - 17 (total 17)



Intermediate - 10 (total 13)



Topics

ANALYSIS - 1 (total 1)



EDITING - 10 (total 10)



FILE MANAGEMENT - 3 (total 4)



FORMATTING - 9 (total 10)

FORMATTING - 9 (total 10)



GRAPHICS - 1 (total 1)



PRINTING - 1 (total 2)



TABLES AND GRAPHICS - 1 (total 1)



TOOLS AND AUTOMATION - 1 (total 1)



QUESTIONS

Q#	Report Name	Status	Time(Sec)	Level
ANALYSIS				
16	Excel 365 Autosum	✓	17	INT
EDITING				
1	Word 365 Correct a misspelled word	✓	11	BEG
2	Word 365 Compare documents	✓	40	INT
3	Word 365 Find Text	✓	37	BEG
4	Word 365 Copy Text	✓	8	BEG
5	Word 365 Create a bulleted list from existing text	✓	8	BEG
17	Excel 365 Insert Column	✓	553	BEG
18	Excel 365 Copy Cells	✓	7	BEG
19	Excel 365 Undo	✓	21	BEG
20	Excel 365 Find and Replace	✓	26	INT
21	Excel 365 Fill Cells with Labels	✓	40	BEG
FILE MANAGEMENT				
6	Word 365 Protect a form	✗	83	INT
7	Word 365 Open an existing document	✓	22	BEG
22	Excel 365 Save OneDrive	✓	18	BEG
29	Excel 365 Create Workbook from Template	✓	13	INT
FORMATTING				
8	Word 365 Change line spacing	✗	86	INT
9	Word 365 Create a document header	✓	64	INT
10	Word 365 Change the font	✓	10	BEG
11	Word 365 Set custom margins	✓	18	INT
12	Word 365 Right-align a paragraph	✓	7	BEG
23	Excel 365 Paper Size	✓	13	BEG
24	Excel 365 Hide Column	✓	8	BEG
25	Excel 365 Add Border to Range	✓	10	INT
26	Excel 365 Accounting Number Format	✓	19	BEG
27	Excel 365 Center Cell Contents	✓	7	BEG
GRAPHICS				
30	Excel 365 Create Chart	✓	16	INT

Q#	Report Name	Status	Time(Sec)	Level
PRINTING				
13	Word 365 Print a document	✓	14	INT
28	Excel 365 Set Print Area	✗	19	INT
TABLES AND GRAPHICS				
14	Word 365 Create a table	✓	12	BEG
TOOLS AND AUTOMATION				
15	Word 365 Zoom	✓	26	INT