

The Microsoft Word 2010 (Multiple Choice) test measures proficiency with a wide range of functionalities in Word 2010. The test is 10 minutes and contains 20 questions.

CANDIDATE INFORMATION

Name: Samantha Sample
Position: Customer Care Officer
Test Date: Jan 19, 2013
Test Event ID: CRI-4524-WHUZ

RESULTS SUMMARY

RAW SCORE

14

PERCENTILE

46

RESULTS EXPLANATION

Question	Time Taken	Correct?
To create a new document you would click	8	Yes
Double-clicking on a word	4	Yes
You can use more than one font style within a single word.	5	Yes
Highlighting text and pressing Ctrl + C is a keyboard shortcut to	5	Yes
Misspelled words are indicated by	3	Yes
To copy text you press Ctrl + C; to paste text you press	6	Yes
What is this dialog box used for?	18	Yes
To Undo an action you	5	No
Clicking this tool will	6	Yes
Which of the following cannot be used in footers?	10	Yes
Which tool cannot be used to zoom?	12	No
An image must be sized properly before insertion into a document as it cannot be resized once it is inserted or pasted.	4	Yes
Into which of the following can data be automatically merged?	5	Yes
You can preview various style changes to your document by highlighting text and rolling over or clicking	16	No
Double-clicking in the margin on the left of a document will	19	Yes
Margins can be adjusted using	16	No
If you want to share a document with someone and you want to track their changes, you need to select	8	Yes
{ PAGE *MERGEFORMAT } is an example of a	4	No
Mail merge fields are always surrounded by	8	No
Moving the cursor to the left will	9	Yes