



Test Information

WORD 2003 - STANDARD

eTicket Number: 6027496597819991523
 Issued to: mary.lambert@lambert.net

Name: MARY LAMBERT
 ID: 6027496597819991
 Date: 12/10/2007
 Time: 06:01
 Time Taken: 24 minute(s)



Performance Overview

SCORE: 86% (30/35)



Performance Analysis

LEVELS

| | Score | Correct | Total |
|---------------|-------|---------|-------|
| BEGINNER: | 86% | 12 | 14 |
| INTERMEDIATE: | 91% | 10 | 11 |
| ADVANCED: | 80% | 8 | 10 |

TOPICS

| | Score | Correct | Total |
|-----------------------|-------|---------|-------|
| FILE MANAGEMENT: | 83% | 5 | 6 |
| TOOLS AND AUTOMATION: | 100% | 2 | 2 |
| EDITING: | 100% | 7 | 7 |
| FORMATTING: | 75% | 9 | 12 |
| TABLES AND GRAPHICS: | 67% | 2 | 3 |
| PRINTING: | 100% | 5 | 5 |

QUESTIONS

| Q # | Topic | Name | Status | Time (# secs) | Level |
|-----|-----------------|--------------------------------|-----------|---------------|-------|
| 6 | EDITING | Copy Text | Correct | 17 | BEG |
| 7 | EDITING | Paste Text | Correct | 10 | BEG |
| 8 | EDITING | Undo | Correct | 13 | BEG |
| 9 | EDITING | Find Text | Correct | 22 | INT |
| 10 | EDITING | Go To | Correct | 64 | INT |
| 14 | EDITING | Symbols | Correct | 23 | ADV |
| 29 | EDITING | Spellcheck | Correct | 14 | INT |
| 1 | FILE MANAGEMENT | Create New Document - Template | Correct | 48 | BEG |
| 2 | FILE MANAGEMENT | Open Document | Correct | 19 | BEG |
| 3 | FILE MANAGEMENT | Save Document | Correct | 60 | BEG |
| 4 | FILE MANAGEMENT | Save As - Location | Correct | 49 | INT |
| 25 | FILE MANAGEMENT | Track Changes | Correct | 32 | ADV |
| 26 | FILE MANAGEMENT | Protection | Incorrect | 53 | ADV |
| 12 | FORMATTING | Line Spacing | Correct | 24 | INT |

| | | | | | |
|----|----------------------|-------------------------|-----------|-----|-----|
| 13 | FORMATTING | Text - Format | Incorrect | 50 | BEG |
| 15 | FORMATTING | Tabs - Set | Incorrect | 62 | BEG |
| 16 | FORMATTING | Page Break | Correct | 13 | INT |
| 17 | FORMATTING | Bullets - Change Type | Correct | 79 | INT |
| 18 | FORMATTING | Apply a Theme | Correct | 53 | ADV |
| 19 | FORMATTING | Columns | Correct | 67 | ADV |
| 20 | FORMATTING | Page Numbers | Incorrect | 102 | INT |
| 22 | FORMATTING | Style - Create | Correct | 39 | ADV |
| 30 | FORMATTING | Margins | Correct | 30 | BEG |
| 31 | FORMATTING | Paper Size | Correct | 21 | BEG |
| 32 | FORMATTING | Orientation | Correct | 17 | BEG |
| 27 | PRINTING | Merge - Create Form | Correct | 32 | ADV |
| 28 | PRINTING | Merge - Edit Data | Correct | 35 | ADV |
| 33 | PRINTING | Print Preview | Correct | 12 | BEG |
| 34 | PRINTING | Print in Reverse | Correct | 73 | ADV |
| 35 | PRINTING | Print Document | Correct | 32 | BEG |
| 21 | TABLES AND GRAPHICS | Picture - Insert | Correct | 24 | INT |
| 23 | TABLES AND GRAPHICS | Table - Insert | Correct | 42 | INT |
| 24 | TABLES AND GRAPHICS | Table - Borders | Incorrect | 44 | ADV |
| 5 | TOOLS AND AUTOMATION | Help - Display Document | Correct | 53 | BEG |
| 11 | TOOLS AND AUTOMATION | Zoom | Correct | 12 | INT |