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## Candidate Test Report -SUZANNE TESTTAKER - WORD 2003 - STANDARD

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**Candidate:** SUZANNE TESTTAKER  
**Candidate ID:** 123456  
**Date of Test:** 02/16/04  
**Time of Test:** 10:03  
**Test Duration:** 10 minute(s)  
**Overall Score:** 86% ( 30/35)  
**Grade:** N/A

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### Productivity Analysis

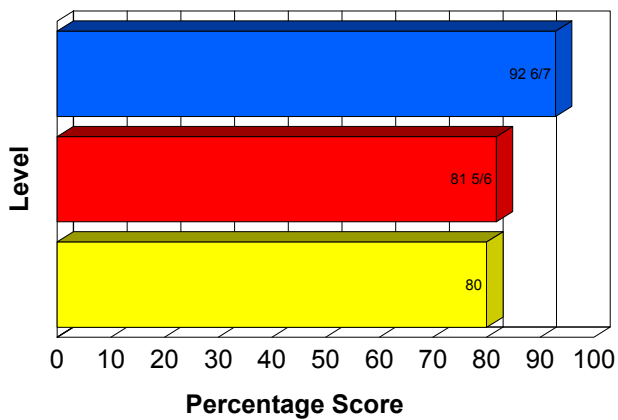
**Productivity:** Medium

#### Analysis :

When given the opportunity to perform a software task using a shortcut key, or other efficient method, this candidate utilized these productivity shortcuts an average number of times. Keep in mind that use of shortcut keys is only one measurement of a person's productivity. To obtain a more accurate assessment of a candidate's productivity, we recommend the candidate be given the Software Productivity test included with your system.

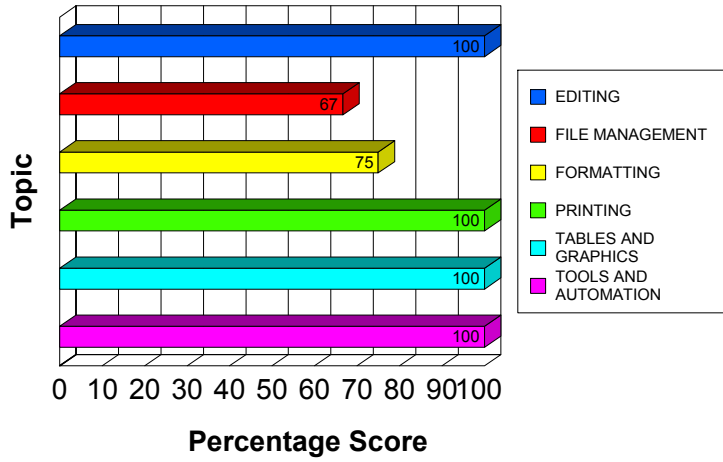
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### Scores by Level



LEVEL	SCORE
BEG	93% (13/14)
INT	82% (9/11)
ADV	80% (8/10)

## Scores by Topic



TOPIC	SCORE
EDITING	100% (7/7)
FILE MANAGEMENT	67% (4/6)
FORMATTING	75% (9/12)
PRINTING	100% (5/5)
TABLES AND GRAPHICS	100% (3/3)
TOOLS AND AUTOMATION	100% (2/2)

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## Question Details (sorted by Level)

### Question

#### BEG

1. Create New Document - Template: Incorrect Incorrect item selected on screen
2. Open Document: Correct
3. Save Document: Correct
5. Help - Display Document: Correct
6. Copy Text: Correct
7. Paste Text: Correct
8. Undo: Correct
13. Text Effects: Correct
15. Tabs - Set: Correct
30. Margins: Correct
31. Paper Size: Correct
32. Orientation: Correct
33. Print Preview: Correct
35. Print Document: Correct

#### INT

4. Save As - Location: Correct
9. Find Text: Correct
10. Go To: Correct
11. Zoom: Correct
12. Line Spacing: Incorrect Incorrect menu item selected
16. Page Break: Correct
17. Bullets/Numbering: Correct
20. Page Numbers: Incorrect Incorrect menu item selected
21. Picture - Insert: Correct
23. Table - Insert: Correct
29. Spellcheck: Correct

#### ADV

14. Symbols: Correct
18. Apply a Theme: Incorrect Incorrect menu item selected
19. Columns: Correct
22. Style - Create: Correct
24. Table - Borders: Correct
25. Track Changes: Correct
26. Protection: Incorrect Incorrect item selected on screen
27. Merge - Create Form: Correct
28. Merge - Edit Data: Correct
34. Print in Reverse: Correct