

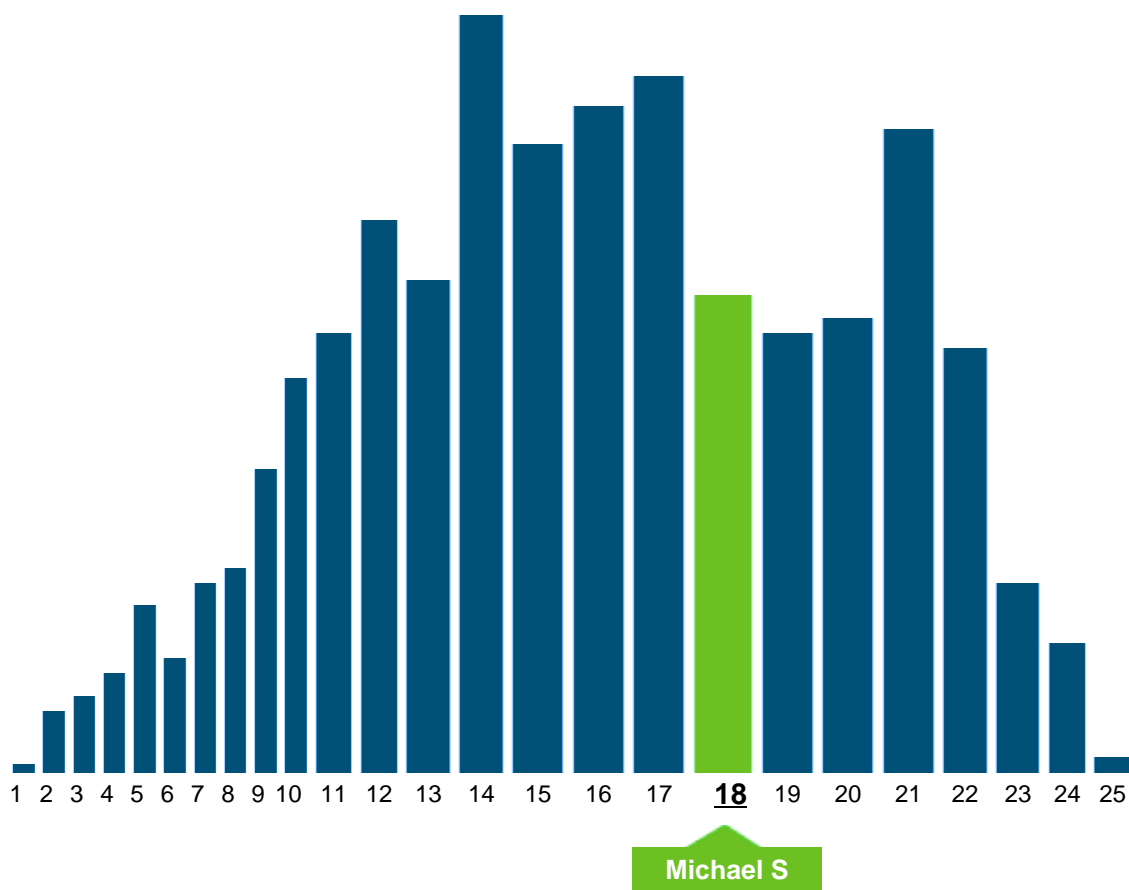
CANDIDATE INFORMATION	
Name:	Michael Sample
Date of Test:	08-24-2015
Position:	Secretary
Your Ref.:	Test Batch 01

OVERALL RESULTS	
Raw Score	Percentile
<b>18</b>	<b>73</b>

### DETAILED RESULTS

Michael Sample achieved a raw score of 18 by completing 18 of 25 test items successfully. This corresponds to a percentile rank of 73, meaning Michael scored equal to or higher than 73% of the people who have taken this test.

Incorrect Inputs	Incorrect Menu Changes	Time Used
<b>6</b>	<b>11</b>	<b>16 mins.</b>



## RESULTS BY CATEGORY

**Editing**  **100%**

Michael successfully completed 100% (4/4) of all editing actions.

**Text Formatting**  **80%**

Michael successfully completed 80% (4/5) of all text formatting actions.

**Page Layout**  **40%**

Michael successfully completed 40% (2/5) of all page layout actions.

**Tables and Graphics**  **100%**

Michael successfully completed 100% (3/3) of all tables and graphics actions.

**Tools & Automation**  **83%**

Michael successfully completed 83% (5/6) of all tools and automation actions.

**Shortcuts**  **50%**

Michael successfully completed 50% (2/4) of all shortcut actions.

## TEST ITEM LIST



<i>Item #</i>	<i>Response</i>	<i>Test Item Text</i>
1	Correct	Search for a word within the document.
2	Correct	Change the text color to red.
3	Correct	Change the line spacing to 2.0 for a paragraph.
4	Correct	Make a bulleted list.
5	Wrong	Edit/insert document header.
6	Correct	Change page zoom to 200%.
7	Wrong	Change page orientation to landscape.
8	Correct	Add a table of 5 rows and 3 columns.
9	Correct	Insert page number on the bottom of all pages (automatic).
10	Wrong	Change page margins to Narrow.
11	Correct	Change text to the style Heading 1.
12	Correct	Insert a table of contents.
13	Correct	Replace a word in the entire document.
14	Correct	Insert a picture.
15	Wrong	Insert a footnote.
16	Correct	Insert a watermark with specific text.
17	Wrong	Move text to the next line, without creating a line-break in between.
18	Correct	Copy text, using only the keyboard.
19	Correct	Insert text, using only the keyboard.
20	Skipped	Undo last action, using only the keyboard.
21	Correct	Turn on document rulers.
22	Correct	Print document.
23	Correct	Insert a citation.
24	Correct	Insert a page break, without using the keyboard.
25	Wrong	Save the document using only the keyboard.