



## Test Information

### WORD 2003 - STANDARD

**Name:** Jane Doe  
**ID:** 1234  
**Date:** 5/17/2007  
**Time:** 10:01  
**Time Taken:** 7 minute(s)



## Performance Overview

**SCORE:** 51% (18/35)



## Performance Analysis

### LEVELS

	Score	Correct	Total
BEGINNER:	50%	7	14
INTERMEDIATE:	73%	8	11
ADVANCED:	30%	3	10

### TOPICS

	Score	Correct	Total
FILE MANAGEMENT:	50%	3	6
TOOLS AND AUTOMATION:	50%	1	2
EDITING:	86%	6	7
FORMATTING:	67%	8	12
TABLES AND GRAPHICS:	0%	0	3
PRINTING:	0%	0	5

### QUESTIONS

Q #	Topic	Name	Status	Time (# secs)	Level
6	EDITING	Copy Text	Correct	6	BEG
7	EDITING	Paste Text	Correct	5	BEG
8	EDITING	Undo	Correct	7	BEG
9	EDITING	Find Text	Correct	11	INT
10	EDITING	Go To	Correct	14	INT
14	EDITING	Symbols	Correct	14	ADV
29	EDITING	Spellcheck	Incomplete	3	INT
1	FILE MANAGEMENT	Create New Document - Template	Incorrect	18	BEG
2	FILE MANAGEMENT	Open Document	Correct	7	BEG
3	FILE MANAGEMENT	Save Document	Correct	16	BEG
4	FILE MANAGEMENT	Save As - Location	Correct	30	INT
25	FILE MANAGEMENT	Track Changes	Incomplete	2	ADV
26	FILE MANAGEMENT	Protection	Incorrect	39	ADV
12	FORMATTING	Line Spacing	Correct	14	INT
13	FORMATTING	Text - Format	Correct	21	BEG
15	FORMATTING	Tabs - Set	Correct	6	BEG
16	FORMATTING	Page Break	Correct	12	INT

17	FORMATTING	Bullets - Change Type	Correct	15	INT
18	FORMATTING	Apply a Theme	Correct	23	ADV
19	FORMATTING	Columns	Correct	17	ADV
20	FORMATTING	Page Numbers	Correct	15	INT
22	FORMATTING	Style - Create	Incorrect	4	ADV
30	FORMATTING	Margins	Incomplete	3	BEG
31	FORMATTING	Paper Size	Incorrect	5	BEG
32	FORMATTING	Orientation	Incomplete	3	BEG
27	PRINTING	Merge - Create Form	Incomplete	2	ADV
28	PRINTING	Merge - Edit Data	Incomplete	4	ADV
33	PRINTING	Print Preview	Incomplete	2	BEG
34	PRINTING	Print in Reverse	Incomplete	6	ADV
35	PRINTING	Print Document	Incomplete	3	BEG
21	TABLES AND GRAPHICS	Picture - Insert	Incorrect	9	INT
23	TABLES AND GRAPHICS	Table - Insert	Incorrect	4	INT
24	TABLES AND GRAPHICS	Table - Borders	Incomplete	1	ADV
5	TOOLS AND AUTOMATION	Help - Display Document	Incomplete	3	BEG
11	TOOLS AND AUTOMATION	Zoom	Correct	8	INT