

**'Word 2013' Results For**

**Max Lawson**

Word 2013

**Summary**

Name Word 2013  
 Test Language English  
 Level Basic  
 Started - Finished 21st Sep 2016 15:28:04 - 21st Sep 2016 15:34:46  
 Time Available 00:20:00 ( time taken 00:05:21 )  
 Completion Status Completed successfully  
 Remote Test Yes  
 Score 13 out of 15  
 Percentage 87%

Taken ID: 642513

**Score Breakdown**

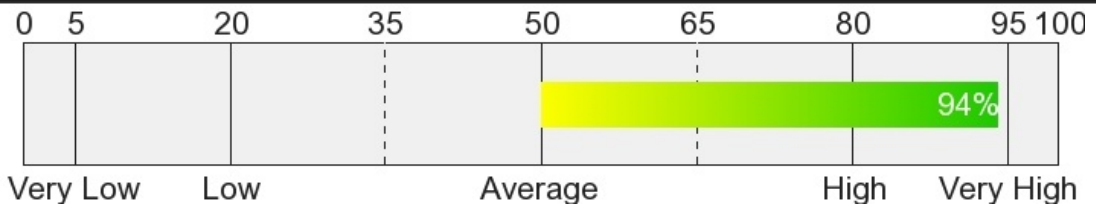
By Level

Basic 13 out of 15 (86.67%)

By Category

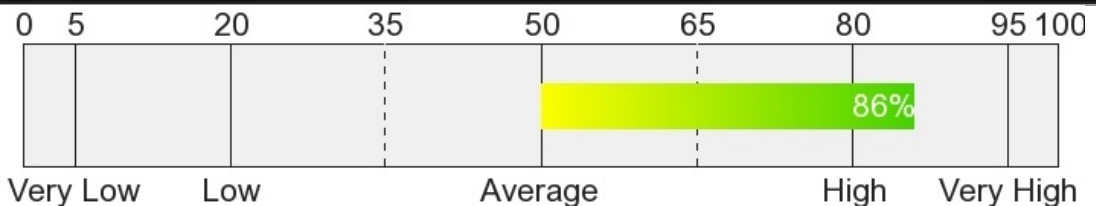
Editing 2 out of 2 (100%)  
 Page Setup 1 out of 1 (100%)  
 Formatting 3 out of 3 (100%)  
 Navigating Documents 0 out of 1 (0%)  
 Paragraph 3 out of 3 (100%)  
 Review 1 out of 1 (100%)  
 References 1 out of 2 (50%)  
 Views 1 out of 1 (100%)  
 Printing 1 out of 1 (100%)

**Worldwide Percentile Score**



94th Percentile - against 1271 results

**Organisation Percentile Score**



86th Percentile - against 35 results

**Question Breakdown**

**Breakdown Summary**  
Total: 13 out of 15 (86.67%)

Basic	13 out of 15 (86.67%)
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Question Ref: 7 (ID:1962) Level: **Basic** Name: **Editing** Value: 1

Question	Paste the contents of the clipboard into the current document.
time taken	8 seconds
Attempts	1
Result	Correct

Question Ref: 26 (ID:1981) Level: **Basic** Name: **Page Setup** Value: 1

Question	Change the paper size of the current document to legal.
time taken	17 seconds
Attempts	1
Result	Correct

Question Ref: 22 (ID:1977) Level: **Basic** Name: **Formatting** Value: 1

Question	Select the text 'Handling Relationships' and change the colour of the text to Red.
time taken	8 seconds
Attempts	1
Result	Correct

Question Ref: 12 (ID:1967) Level: **Basic** Name: **Navigating Documents** Value: 1

Question	Using the menus switch to the open document 'Skillsarena - Online Testing'.
time taken	58 seconds
Attempts	0
Result	Skipped

Question Ref: 9 (ID:1964) Level: **Basic** Name: **Formatting** Value: 1

Question	Using a standard circle bullet, select the indented text and change it from a list into a bulleted list.
time taken	13 seconds
Attempts	1
Result	Correct

Question Ref: 19 (ID:1974) Level: **Basic** Name: **Paragraph** Value: 1

Question	Select the text 'IMPROVING LEADERSHIP AND MANAGEMENT' and centre the selected text equally between the left and right margin settings.
time taken	12 seconds
Attempts	1
Result	Correct

Question Ref: 50 (ID:2005) Level: **Basic** Name: **Paragraph** Value: 1

Question	Change the format of the numbering to Upper Case roman numerals.
time taken	64 seconds
Attempts	1
Result	Correct

Question Ref: 6 (ID:1961) Level: **Basic** Name: **Review** Value: 1

Question	Spell check the current document, ignore all changes, and do not add any new words to the dictionary.
time taken	13 seconds
Attempts	1
Result	Correct

Question Ref: 15 (ID:1970) Level: **Basic** Name: **References** Value: 1

Question	Insert a page number centered at the bottom of every page.
time taken	17 seconds
Attempts	1

Result	Correct
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Question Ref:2 (ID:1957) Level:Basic Name:Views Value:1	
Question	Change the view of the current document to 'Web Layout'.
time taken	4 seconds
Attempts	1
Result	Correct

Question Ref:3 (ID:1958) Level:Basic Name:Formatting Value:1	
Question	Select the text 'IMPROVING LEADERSHIP AND MANAGEMENT' and change the font size of the selected text to 14.
time taken	8 seconds
Attempts	1
Result	Correct

Question Ref:16 (ID:1971) Level:Basic Name:Editing Value:1	
Question	Select the text 'management skills' and cut the selected text from the document to the clipboard.
time taken	39 seconds
Attempts	1
Result	Correct

Question Ref:5 (ID:1960) Level:Basic Name:Printing Value:1	
Question	Print the current document.
time taken	8 seconds
Attempts	1
Result	Correct

Question Ref:11 (ID:1966) Level:Basic Name:References Value:1	
Question	Edit the document header so it will display the text 'This Month's News' at the top left of the document.
time taken	34 seconds
Attempts	1
Result	Wrong

Question Ref:17 (ID:1972) Level:Basic Name:Paragraph Value:1	
Question	Select the paragraph starting with 'Reports continue' and change the line spacing from 1 to 1.5.
time taken	18 seconds
Attempts	1
Result	Correct