

You Passed!
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STANDARDS PASSED

You answered all questions correctly for the standards below

- 1
Open a new or existing document.
- 3
Save a document, being intentional about name and location.
- 4
Identify file extensions that can be opened by Microsoft Word.
- 5
Use Spelling and Grammar check.
- 6
Format text: size, color and font type.
- 7
Set text spacing and alignment.
- 8
Apply bullets and automatic numbering.
- 9
Undo the previous action.
- 10
Cut, copy and paste.
- 11
Modify page layout, including margins and orientation.
- 12
Print.
- 13
Close a document.
- 14
Insert objects into a document, including images, shapes, hyperlinks, and tables.

STANDARDS TO IMPROVE

You answered one or more questions incorrectly for the standards below

- 2
Identify the parts of the Word window, including the Ribbon, Status Bar and Quick Access Toolbar.