

**Overview**

The Microsoft Word 365 simulation evaluates experience in creating, saving, printing, and viewing documents, creating, sorting and formatting tables, charts, paragraphs, font styles, hyperlinks, graphics, and bulleted and numbered lists, modifying page layouts including orientation, margins, and page breaks, using Quick Parts, using system proofing options, utilizing clipboard commands, and reviewing, maintaining and securing documents by customizing and configuring word options, applying document protections and inspecting documents .

<b>Relevant Job Roles</b>	Word Processor and Typist, Administrative Assistant, Data Entry Operator, Backend Operations Executive, Marketing Manager, General and Operations Manager
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<b>Details</b>	<b>Language</b>	English (US)
	<b>Average Testing Time (minutes)</b>	25 minutes
	<b>Allowed Time (minutes)</b>	35 minutes
	<b>Maximum Number of Questions</b>	30 questions
	<b>Number of Sittings</b>	One
	<b>Test Type</b>	Simulation
	<b>Sector</b>	Software Skills
	<b>Scores Reported</b>	<ul style="list-style-type: none"><li>• Overall Score</li><li>• Applying Illustrations and Graphics</li><li>• Applying Page Layout</li><li>• Creating Content</li><li>• Creating, Printing, and Saving Documents</li><li>• Formatting Content</li><li>• Proofreading Documents</li><li>• Reviewing, Maintaining, and Securing Documents</li></ul>
	<b>O*NET Competency</b>	Microsoft Office

**Knowledge, Skills, Abilities And Competencies Measured**

The following areas are covered:

- Text formatting and reviewing
- Using page orientation and margins
- Using tables, images and graphics
- Saving and printing documents
- Protecting and inspecting documents
- Making numbered and bulleted lists
- Using hyperlinks