

Overview

The Microsoft Word 365 – Essentials simulation evaluates experience in creating, saving, printing, and, viewing documents, creating, sorting and formatting tables, paragraphs, font styles, hyperlinks, graphics, and bulleted and numbered lists, modifying page layouts including orientation, margins, and page breaks, using system proofing options, utilizing clipboard commands, and reviewing, maintaining and securing documents by customizing and configuring word options. The Essentials version contains some of the most important and frequently performed tasks in Word.

	Relevant Job Roles	Word Processor and Typist, Administrative Assistant, Data Entry Operator, Backend Operations Executive, Marketing Manager, General and Operations Manager
Details	Language	English (US)
	Average Testing Time (minutes)	15 minutes
	Allowed Time (minutes)	25 minutes
	Maximum Number of Questions	20 questions
	Number of Sitzings	One
	Test Type	Simulation
	Sector	Software Skills
	Scores Reported	<ul style="list-style-type: none">• Overall Score• Applying Illustrations and Graphics• Applying Page Layout• Creating Content• Creating, Printing, and Saving Documents• Formatting Content• Proofreading Documents• Reviewing, Maintaining, and Securing Documents
	O*NET Competency	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, printing and protecting documents