

Overview

Multi-choice test that measures the ability to use MS Word to record and save textual information.

	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)	04 minutes
	Allowed Time (minutes)	10 minutes
	Maximum Number of Questions	12 questions
	Number of Sitzings	One
	Test Type	Multiple Choice - CTT
	Sector	Software Skills
	Scores Reported	<ul style="list-style-type: none">• Overall Score• Text Formatting and Editing• Reviewing and Tracking Document• Creating Mail Merge and Hyperlinks
	O*NET Competency	Microsoft Office

Knowledge, Skills, Abilities And Competencies Measured

The following areas are covered:

- Basics of MS Word
- Text formatting and page setup
- Sorting information
- Inserting hyperlinks and images
- Spell and grammar check
- Mail merge
- Review and track changes