



Test Information

Word 2010 - Standard (Review)

eTicket number for your records: 5882839383022179209
 Issued to: danielle@totaltesting.com

Report Name:
 ID:
 Company Name:
 Date:
 Time:
 Time Taken: 38 minute(s)



Performance Overview

Report score: 77% (27/35)



Performance Analysis

LEVELS

	Score	Correct	Total
Basic:	100%	14	14
Intermediate:	64%	9	14
Advanced:	57%	4	7

TOPICS

	Score	Correct	Total
EDITING:	86%	6	7
FILE MANAGEMENT:	100%	4	4
FORMATTING:	86%	12	14
PRINTING:	50%	1	2
TABLES AND GRAPHICS:	50%	2	4
TOOLS AND AUTOMATION:	50%	2	4

QUESTIONS

Q #	Topic	Report Name	Status	Time (# secs)	Level
5	EDITING	Q029 Find Text	CORRECT	37	INT
6	EDITING	Q030 Replace Text	CORRECT	38	INT
16	EDITING	Q070 Check Spelling	INCORRECT	105	INT
21	EDITING	Q202 Insert text	CORRECT	20	BEG
22	EDITING	Q208 Move text	CORRECT	23	BEG
25	EDITING	Q246 Cut and paste text	CORRECT	25	BEG
34	EDITING	Q419 Insert a symbol	CORRECT	44	ADV
1	FILE MANAGEMENT	Q003 Open Document	CORRECT	28	BEG
2	FILE MANAGEMENT	Q004 Close Document	CORRECT	27	BEG
3	FILE MANAGEMENT	Q005 Save Document	CORRECT	71	BEG
20	FILE MANAGEMENT	Q200 Save As - Location	CORRECT	64	INT
7	FORMATTING	Q038 Display the ruler	CORRECT	46	INT
9	FORMATTING	Q043 Insert a page break	CORRECT	41	INT
10	FORMATTING	Q044 Insert page numbers	CORRECT	117	INT
12	FORMATTING	Q055 Change the font	CORRECT	39	BEG
13	FORMATTING	Q058 Adjust Line Spacing	CORRECT	17	BEG
14	FORMATTING	Q067 Change the theme	CORRECT	92	ADV
15	FORMATTING	Q068 Create a new Quick Style	INCORRECT	60	ADV
17	FORMATTING	Q106 Add a page border	CORRECT	69	ADV
23	FORMATTING	Q239 Italicize text	CORRECT	13	BEG
24	FORMATTING	Q240 Center a paragraph	CORRECT	13	BEG
26	FORMATTING	Q253 Create a bulleted list	CORRECT	15	BEG
27	FORMATTING	Q255 Create a document header	CORRECT	103	INT
28	FORMATTING	Q268 Modify document properties	INCORRECT	114	ADV
33	FORMATTING	Q398 Modify document margins	CORRECT	27	BEG
4	PRINTING	Q016 Print Document	CORRECT	178	BEG
32	PRINTING	Q395 Create and print an envelope	INCORRECT	42	INT
11	TABLES AND GRAPHICS	Q053 Insert a picture	CORRECT	63	INT
18	TABLES AND GRAPHICS	Q155 Wrap text around a graphic	CORRECT	87	ADV
30	TABLES AND GRAPHICS	Q383 Modify a SmartArt graphic	INCORRECT	24	ADV

31	TABLES AND GRAPHICS	Q389 Insert a screenshot	INCORRECT	61	INT
8	TOOLS AND AUTOMATION	Q042 Zoom	CORRECT	33	INT
19	TOOLS AND AUTOMATION	Q198 Help - Display Document	CORRECT	75	BEG
29	TOOLS AND AUTOMATION	Q277 Insert a citation	INCORRECT	47	INT
35	TOOLS AND AUTOMATION	Q420 Create an AutoCorrect entry	INCORRECT	71	INT