

Question Number	Correct Answer	Incorrect Answer	Correct Answer	Incorrect Answer	Score
24	Correct	Correct	Correct	Correct	100.00%
25	Correct	Correct	Correct	Correct	100.00%
26	Correct	Correct	Correct	Correct	100.00%
27	Correct	Correct	Correct	Correct	100.00%
28	Correct	Correct	Correct	Correct	100.00%
29	Correct	Correct	Correct	Correct	100.00%
30	Correct	Correct	Correct	Correct	100.00%

Question Level Statistics

	Number of Questions	Number Correct	Total Percentage
Basic	20	20	100%
Intermediate	5	5	100%
Advanced	5	5	100%
Total	30	30	100%

Question Type Statistics

	Number of Questions	Number Correct	Total Percentage
Application Tools	2	2	100%
Formatting and Editing	12	12	100%
General Commands and Properties	4	4	100%
Insert Tools	5	5	100%
Page Layout	3	3	100%
Review Options	4	4	100%
Total	30	30	100%

Test Description

Microsoft Word 2010 aims at evaluating the skill level of the test taker in navigating through Microsoft Word 2010 as well as their ability to complete several commonly used tasks. The whole test contains both the Normal and Power User tests.

Among the tasks included in the Microsoft Word 2010 - Normal User test are Formatting a document, inserting pictures, creating tables, working with text, and creating mail merges.

The Microsoft Word 2010 - Power User test attempts to provide the basis for evaluating candidates who possess in-depth expertise in Microsoft Word 2010 with those who are conversant with the full functionality of the software. Advanced Formatting, Charts, Tables, Styles and Tables of Contents are among some of the topics addressed in this examination. This test is designed to assess candidates who are to be required to use some of the more advanced features of the program on a daily basis.

Tests for Microsoft Excel and Microsoft PowerPoint are also provided.

- Test takers should contact your test administrator or instructor for scoring guidelines.
- Administrators, please refer to the Scoring Guidelines page within the Resources section of your Administration Center for scoring guidelines.

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Proveit Word 20test Answers

SA Dillow



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