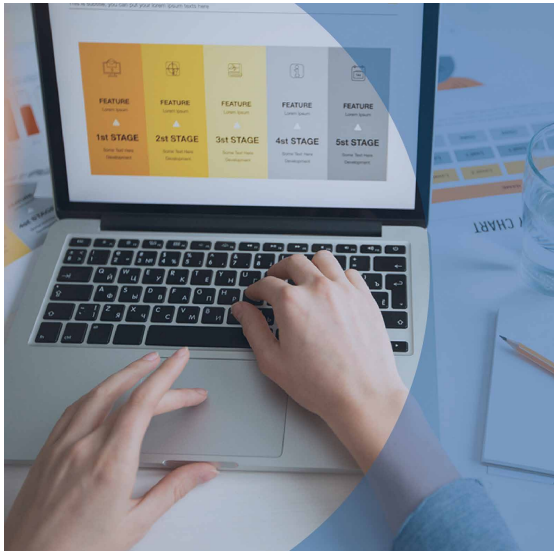


# POWERPOINT BEGINNER



## WHAT IS THE MICROSOFT POWERPOINT - BEGINNER ONLINE TEST?

The Microsoft PowerPoint - Beginner online test assesses candidates' skills for basic use of the presentation software. Questions measure their ability to format presentations and manipulate text and visual content in PowerPoint.

### GENERAL INFORMATION

#### OBJECTIVE

Instantly provide the position of the person being evaluated in relation to their mastery of the basic functions of the PowerPoint software

#### CONTEXT

Selection or preselection

#### TARGET CLIENTELE

Positions that require the use of basic PowerPoint software functions

#### FORMAT

20 multiple choice questions and basic practical exercises in the PowerPoint environment

#### DURATION

Maximum duration: 30 minutes (timed)  
Average completion time: 15 minutes

#### COST

20 \$

#### LANGUAGES AVAILABLE

French  
English

## DIMENSIONS ASSESSED

- ▶ Themes and templates
- ▶ Graphic objects
- ▶ Text formatting
- ▶ Environment, methods and slideshow

## ADVANTAGES

- ▶ Complete autonomy on Interpreto's user-friendly platform for test administration and report management.
- ▶ Report is generated instantly, as soon as the candidate completes the test.
- ▶ In addition to providing the overall score, the results report allows you to identify the candidate's level of proficiency (beginner, basic, productive, advanced, expert) for each skill category, as well as the time spent by the candidate on each of the test questions.

## DEVELOPMENT OF THE TOOL

The PowerPoint - Beginner test is owned and maintained by Isograd/TOSA\*

\* Tosa is an international standard for the assessment and certification of office and digital skills.