

# WORD BEGINNER



## GENERAL INFORMATION

### OBJECTIVE

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

### CONTEXT

Selection or preselection

### TARGET CLIENTELE

Positions that require the use of basic Word software functions

### FORMAT

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

### DURATION

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

### COST

20 \$

### LANGUAGES AVAILABLE

French  
English

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

The Microsoft Word - Beginner online test assesses candidates' skills for basic use of the text editor. The questions measure their ability to format a Word document.

## DIMENSIONS ASSESSED

- ▶ Environment and methods
- ▶ Page layout and formatting
- ▶ Editing tools
- ▶ Graphic objects and tools

## 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 Word - Beginner test is owned and maintained by Isograd/TOSA\*

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