

# WORD INTERMEDIATE



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

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

### GENERAL INFORMATION

#### OBJECTIVE

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

#### CONTEXT

Selection or preselection

#### TARGET CLIENTELE

Positions that require regular use of the Word software

#### FORMAT

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

#### DURATION

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

#### COST

20 \$

#### LANGUAGES AVAILABLE

French  
English

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

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