

# Results report

## Adaptive Word 2016 Assessment Test



interpret

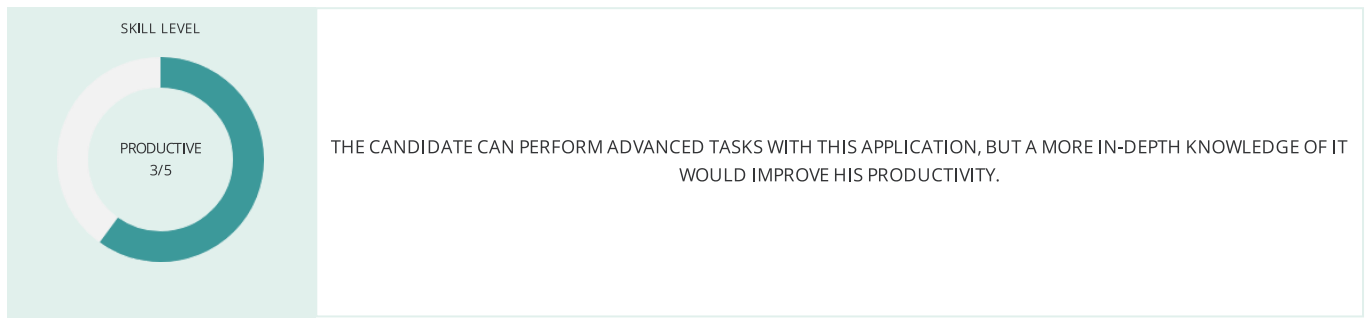
Skill Level: Productive - 3/5

Time: 32:04

Test date: February 3, 2023

 isograd  
Ready to go

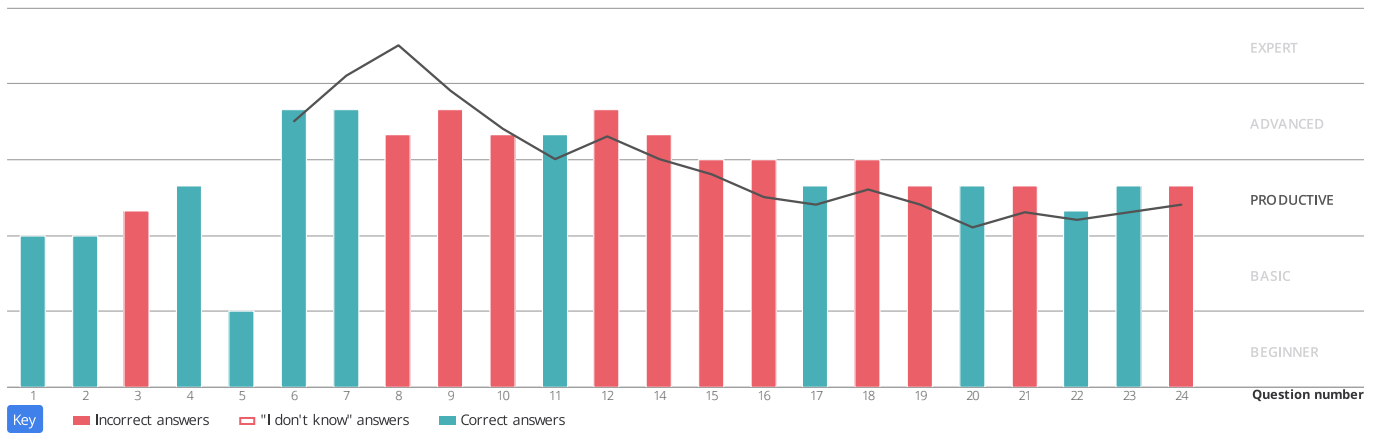
## 1. Result



## 2. Analysis

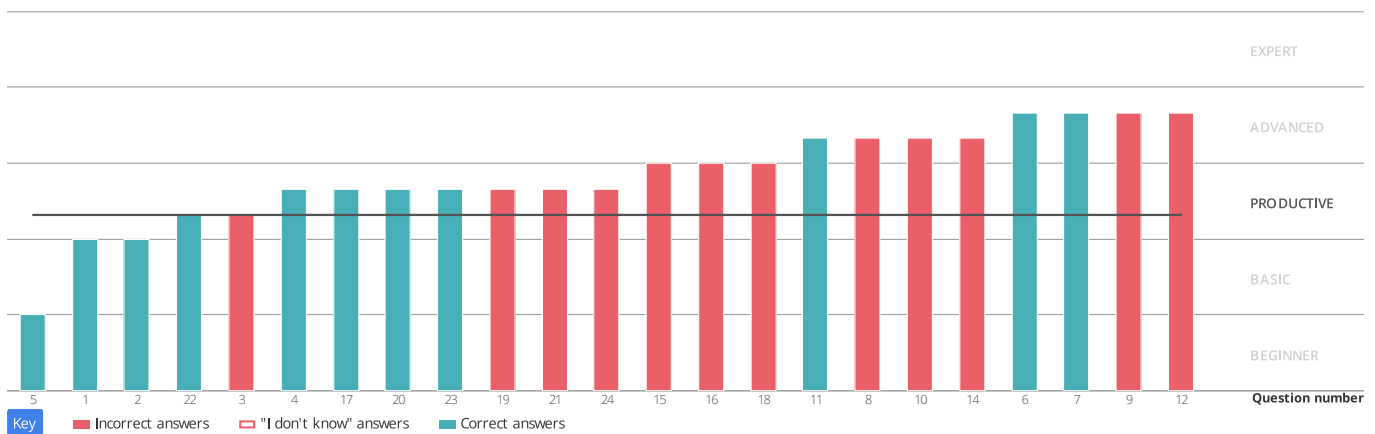
### Progressive estimate of candidate level

This chart shows how the system adapted the difficulty level of the questions to candidate responses as the test progressed. The grey line shows the candidate's estimated skill level before each question.



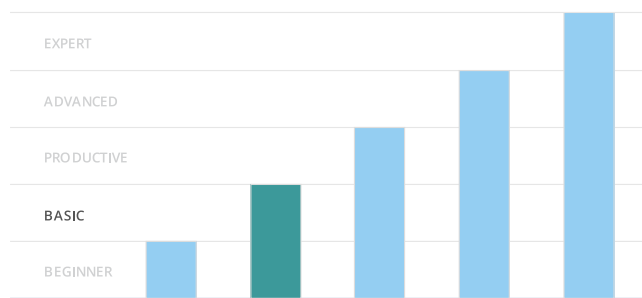
### Questions ordered by difficulty level

This chart shows the questions the candidate was asked, by level of difficulty.



### 3. Domains

#### Environment and Methods



Domain description:

Questions under this domain cover the most common tabs and their main functionalities: File, Home, Insert, and Page Setup. They also cover the different display modes in Word.

Skills:

Using the main functions of the software:



Knowing and customizing the software environment :



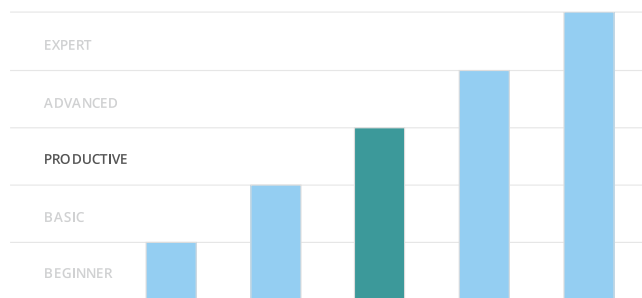
Knowing and customizing the display mode:



To go further :

In order to strengthen skills and reach the Productive user level, candidates must be able to open, save and print a document using the most common methods. They have to become familiar with the various document views and non-printing characters.

#### Page layout and formatting



Domain description:

Questions within this domain cover basic to advanced formatting of a text or paragraph and applying a theme to a document. This domain also includes tabs, indents, borders and margins, and page and section breaks.

Skills:

Applying formatting options to texts:



Creating, handling and customizing styles within documents:



Using layout tools on paragraphs:



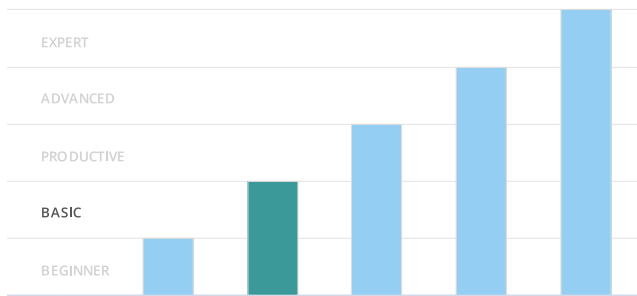
Using layout options:



To go further :

In order to develop skills and reach the Advanced user level, candidates must be able to create and edit templates. They have to possess thorough knowledge of paragraph and character formatting, complex page layouts, styles, section breaks, headers and footers, multi-column documents, watermarks and cover pages.

## Editing tools



### Domain description:

This domain covers bullets and numbering, performing a search, and using spellcheck. Skills on the revision tools, header and footers, footnotes, and mailing tools are also assessed.

### Skills:

Using entry aid tools:



Managing selection and displacement in a document:



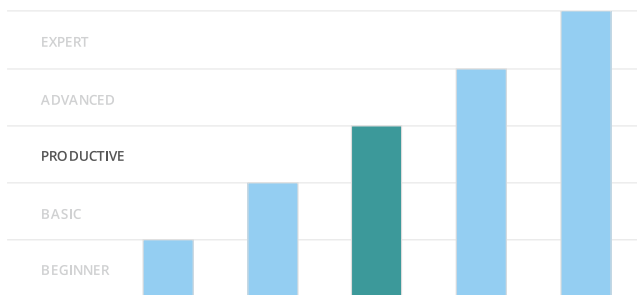
Inserting and customizing references in documents:



### To go further :

In order to develop skills and reach the Productive user level, candidates must acquire partial mastery of the various paste options and easily move text around within a document. They will learn how to copy formatting, create a table of contents, track changes, and insert and edit a watermark, bookmark or footnote in a document. They can also search a document for specific text or formatting.

## Graphic objects and tables



### Domain description:

This domain covers skills with objects in Word documents: tables, charts, OLE objects, clipart images, and photos. Candidates will also find questions on the functionalities of editing and moving objects.

### Skills:

Inserting and modifying graphic objects:



Handling tables:



Using graphic object tools:



### To go further :

In order to strengthen skills and reach the Advanced user level, candidates must learn to insert and manipulate any type of object, including resizing and/or repositioning an object. They should work on inserting SmartArt, diagrams, text boxes and equations. They will now be able to create simple forms using the tools on the Developer tab, manipulate OLE objects (PowerPoint and Excel objects linked or embedded to a Word document), and create professional-looking tables.