2.4	Correct	Undo	General Commands and Properties	Basic	00:00:05
2.5	Correct	Spell Check	Review Options	Basic	00:00:17
2.6	Correct	Print	General Commands and Properties	Basic	00:00:13
2.7	Correct	Tracking Changes	Review Options	Basic	00:00:11
28	Correct	Insert a Comment	Review Options	Advanced	00:00:32
2.9	Correct	Reviewing Pane	Review Options	Basic	00:00:48
30	Correct	Mail Merge	Application Tools	Advanced	00:00:24

Question Level Statistics

	Number of Questions	Number Correct	Total Percentage
Basic	20	20	100%
Intermediate	5	5	100%
Advanced	5	4	80%
Total	30	29	97%

Question Type Statistics

25 consequences in 2 floor or consequences.			
	Number of Questions	Number Correct	Total Percentage
Application Tools	2	1	50%
Formatting and Editing	1.1	11	100%
General Commands and Properties	4	4	100%
Insert Tools	6	6	100%
Page Layout	3	3	100%
Review Options	4	4	100%
Total	30	29	97%

Test Description

Microsoft Word 2013 aims at evaluating the skill level of the test taker in navigating through Microsoft Word 2013 as well as their ability to complete several commonly used tasks. The Whole Test combines both the Normal and Power User tests.

Among the tasks included in the Microsoft Word 2013 - Normal User test are formatting a document, inserting pictures, creating tables, sorting data, and conducting mail merges.

This Microsoft Word 2013 - Power User test attempts to provide the basis for separating candidates who possess limited exposure to Microsoft Word 2013 with those who are conversant with the full functionality of the software. Advanced formatting, Charts, Themes, Styles and Table of Contents are among some of the topics addressed in this examination. This test is designed to assess

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