

Microsoft Word 2019 - BeginnerTM

The Microsoft Word – Beginner online test assesses candidates' skills in basic use of the word processor. The questions primarily measure their ability to format a Word document.

FORMAT

20 multiple-choice questions

PRICE

\$20

DURATION

30 minutes

LANGUAGES AVAILABLE

French
English

EVALUATED DIMENSIONS

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

PSYCHOMETRIC QUALITIES

- ▶ The Microsoft 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.