

Microsoft Word 365 - BeginnerTM

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

FORMAT

20 questions
and exercises

PRICE

\$20

DURATION

30 minutes
(timed)

LANGUAGES AVAILABLE

French
English

EVALUATED DIMENSIONS

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

PSYCHOMETRIC QUALITIES

- ▶ The Microsoft Word - Beginner test is owned and maintained by Isograd Testing Services.

* The Word - Beginner test is owned and maintained by Isograd / TOSA. Tosa is an international standard for assessing and certifying office and digital skills.