Results report

Adaptive Word 365 Assessment

ISOGRAD (TOSA)
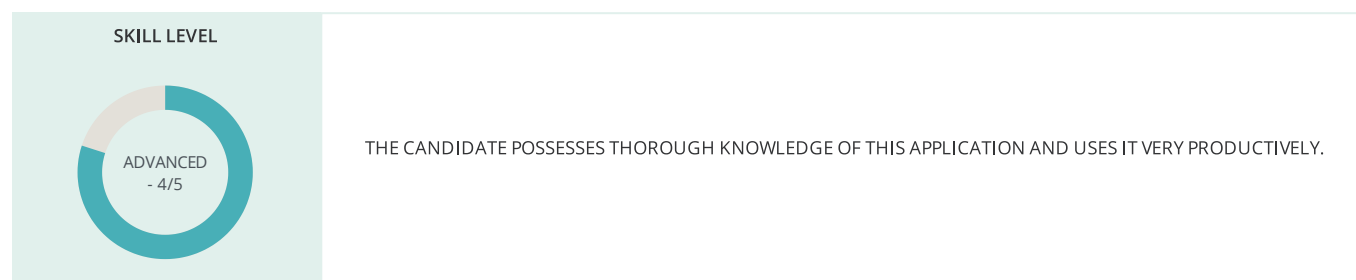
Ms fst_1644600 lst_1644600

Skill Level: Advanced - 4/5

Time: 43:32

Test date: March 22, 2023

isograd

1. Result

SKILL LEVEL

ADVANCED - 4/5

THE CANDIDATE POSSESSES THOROUGH KNOWLEDGE OF THIS APPLICATION AND USES IT VERY PRODUCTIVELY.

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.
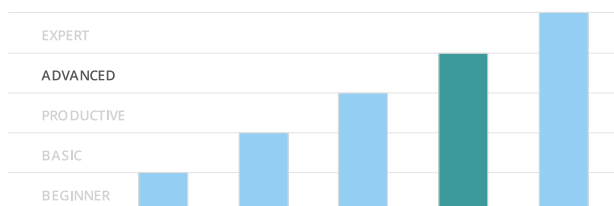

Key ▮ Incorrect answers ▯ I don't know" answers ▮ Correct answers
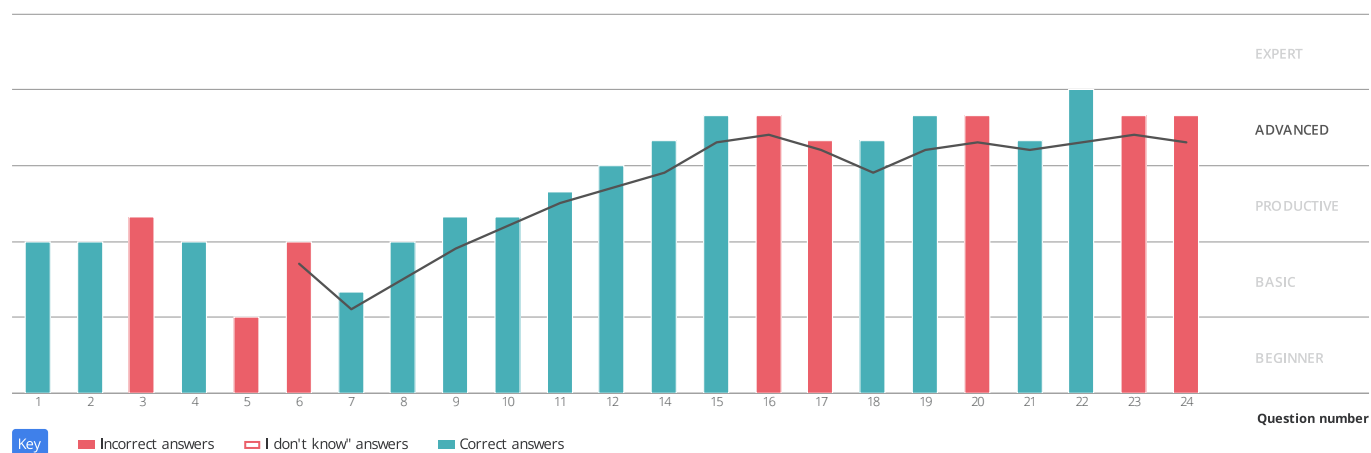
Questions ordered by difficulty level

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

Key ▮ Incorrect answers ▯ I don't know" answers ▮ Correct answers
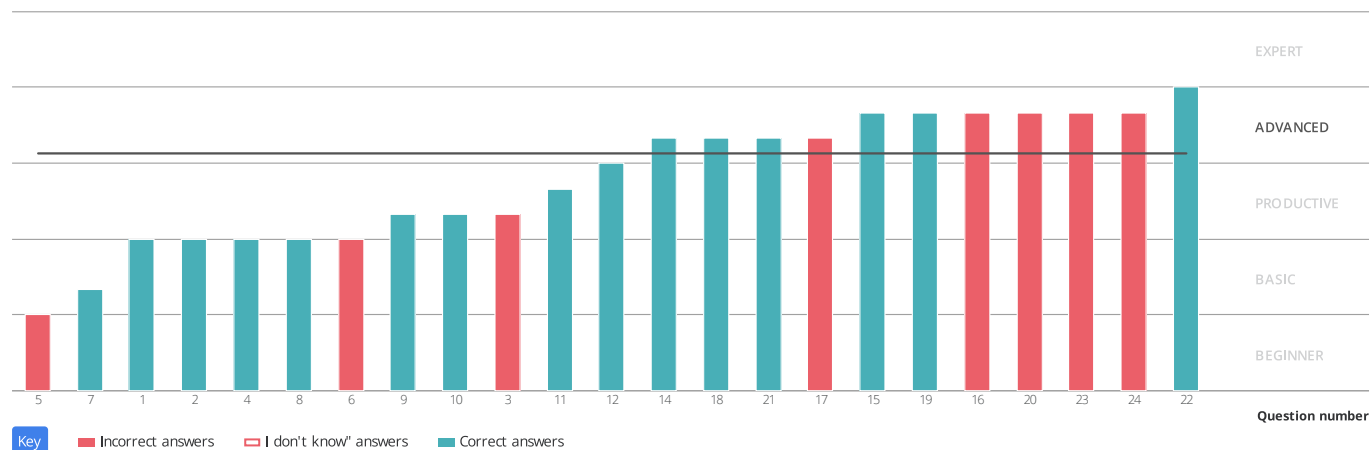
3. Domains

Environment and Methods

EXPERT	
ADVANCED	
PRODUCTIVE	
BASIC	
BEGINNER	

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 display mode:
●●●●●○○○○

To go further :

In order to strengthen skills and reach the Expert user level, candidates must be thoroughly familiar with the Word environment and can easily customize it. They have to possess thorough knowledge of Quick Parts and the various Word document formats. They can create and edit macros and templates.

Page layout and formatting

EXPERT	
ADVANCED	
PRODUCTIVE	
BASIC	
BEGINNER	
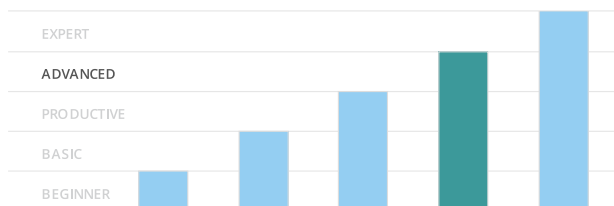
Domain description:

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:
●●●●●○○○○

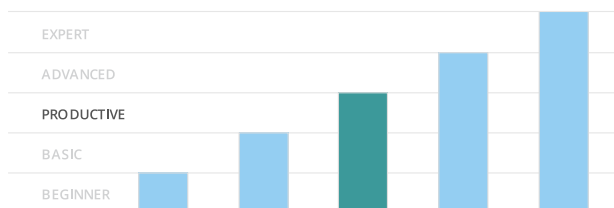**To go further :**

In order to develop skills and reach the Expert user level, candidates completely master Word formatting and page layouts, including themes, theme fonts and theme colors. They can create professional templates.

Editing tools

EXPERT

ADVANCED

PRODUCTIVE

BASIC

BEGINNER

ADVANCED - 4/5

Skills:

Using entry aid tools:

Inserting and customizing references in documents:

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.
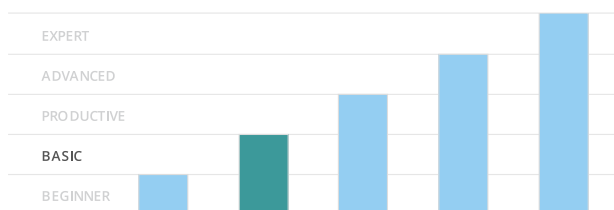
To go further :

In order to develop skills and reach the Advanced user level, candidates must be able to master copy and paste operations, text movement, and the creation of a table of contents, index and bibliography.They will learn to create and insert diagrams, track changes, insert a watermark, bookmarks and footnotes. They can do a mail merge and insert fields and do document searches for text, formatting and special characters. They will also learn to create forms.

Graphic objects and tables

EXPERT

ADVANCED

PRODUCTIVE

BASIC

BEGINNER

Skills:

Inserting and modifying graphic objects:

Handling tables:

Using graphic object tools:

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.

To go further :

In order to strengthen skills and reach the Productive user level, candidates must learn the various paste options, and easily move text around within a document. They should learn 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.

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March 22, 2023