

Results report

Word 365 -Beginner (FR)



Mr B Candidat

Group: Groupe principal
Score: 70/100
Test date: May 27, 2026

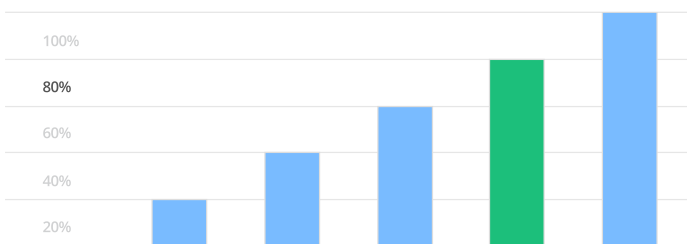


Score: 70/100

Skills Synthesis - Microsoft Word 365 The candidate demonstrates solid competency in **Page Layout and Formatting**, successfully applying text styling, indentation, and bullet points. Strong proficiency in **Editing Tools** is evident through bookmark creation and table of contents management. The candidate shows reliable ability with **Graphic Objects and Tables**, including object alignment and light effects. However, gaps exist in advanced practical tasks: the candidate struggles with transparency modifications, footnote conversions, and revision acceptance. Performance on challenging conceptual questions, such as Word template extensions, indicates room for development in specialized knowledge areas.

1 Domains

Environment and Methods



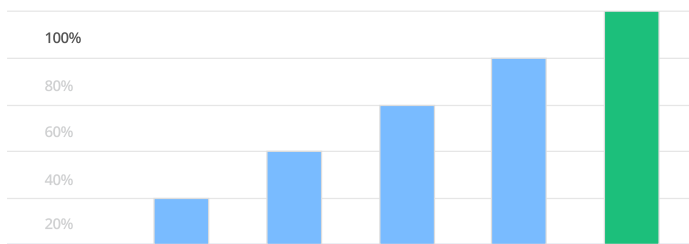
DOMAIN DESCRIPTION:

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.

AI ANALYSIS OF ANSWERS

The Environment and Methods domain covers Word's main tabs and functionalities including File, Home, Insert, and Page Setup, along with different display modes. The candidate achieved a 66.67% success rate, demonstrating solid foundational knowledge. Regarding basic environment customization, the candidate successfully personalized Word settings and displayed control characters. However, the candidate struggled with template extensions and identifying tabulation marks. For practical document tasks, the candidate demonstrated competence in text highlighting and bookmark creation, showing ability to work with document navigation features effectively.

Page Layout and Formatting



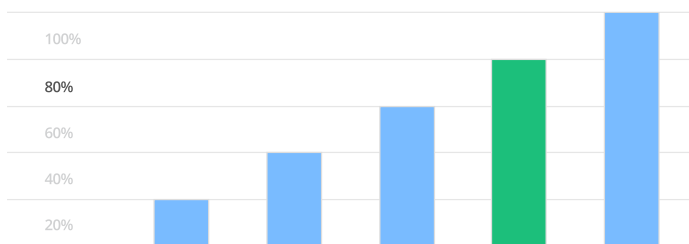
DOMAIN DESCRIPTION:

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

AI ANALYSIS OF ANSWERS

The Page Layout and Formatting domain encompasses text and paragraph formatting, theme application, tabs, indents, borders, margins, and page breaks. The candidate achieved a perfect 100% success rate, demonstrating comprehensive mastery of this domain. The candidate is able to transform text case conversions and modify font colors effectively. The candidate understands indent application and bullet point creation with proficiency. Additionally, the candidate knows how to apply font weight changes and bold formatting, showing complete command of both basic and intermediate formatting techniques across all assessed areas.

Editing Tools



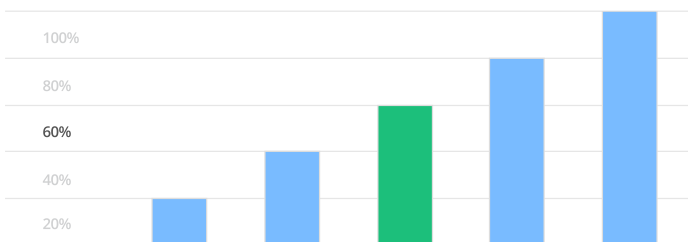
DOMAIN DESCRIPTION:

Questions under this domain cover bullets and numbering, performing searches, and using spell check. Skills on revision tools, headers and footers, footnotes, and mailing tools are also assessed.

AI ANALYSIS OF ANSWERS

The Editing Tools domain covers bullets, numbering, search functions, spell check, revision tools, headers, footers, footnotes, and mailing features. The candidate achieved a 62.5% success rate, demonstrating generally competent performance. Regarding text manipulation and object handling, the candidate successfully transformed text case and grouped graphic objects. For document structure tools, the candidate updated table of contents and created bookmarks effectively. However, the candidate struggled with revision acceptance and tabulation identification. The candidate was unable to convert footnotes to endnotes, indicating gaps in advanced document management features.

Graphic Objects and Tables



DOMAIN DESCRIPTION:

Questions under this domain cover skills with objects in Word documents: tables, charts, OLE objects, clipart images, and photos. Candidates will also encounter questions on the methods for editing and moving objects.

AI ANALYSIS OF ANSWERS

The Graphic Objects and Tables domain covers tables, charts, OLE objects, clipart images, photos, and object editing methods. The candidate achieved a 60% success rate, showing moderate competency with mixed results. Regarding table manipulation, the candidate understands how to add rows but struggled with the Delete key functionality in tables. For graphic object handling, the candidate successfully grouped objects and applied lighting effects to shapes. However, the candidate was unable to modify object transparency, indicating incomplete mastery of advanced graphic object properties and formatting techniques.

2 List of questions

Numero	Identifiant	Contenu	Temps limite	Score
1	WR365FR00042	Transformer un texte majuscules en minuscules	40s	1/1
2	WR365FR00067	Solidariser des objets graphiques	17s	1/1
3	WR365FR00025	Utiliser la touche Suppr dans un tableau	30s	0/1
4	WR365FR00237	Surligner un texte	17s	1/1
5	WR365FR00158	Ajouter des puces	10s	1/1
6	WR365FR00368	Modifier la transparence d'un objet Manip	1mn25s	0/1
7	WR365FR00151	Changer la couleur de la police	9s	1/1
8	WR365FR00313	Convertir des notes de bas de pages en notes de fin de document Manip	1mn14s	0/1
9	WR365FR00317	Créer un signet Manip	40s	1/1
10	WR365FR00253	Appliquer un effet de lumière sur une forme auto	43s	1/1
11	WR365FR00227	Appliquer un changement de graisse	7s	1/1
12	WR365FR00184	Accepter une révision	8s	0/1
13	WR365FR00154	Appliquer un retrait droit	48s	1/1
14	WR365FR00032	Personnaliser l'environnement Word	22s	1/1
15	WR365FR00059	Ajouter une ligne dans un tableau	27s	1/1
16	WR365FR00150	Afficher les caractères de contrôle	16s	1/1
17	WR365FR00231	Identifier une marque de tabulation	40s	0/1
18	WR365FR00083	Connaitre les extensions des modèles Word	9s	0/1
19	WR365FR00096	Mettre à jour la table des matières	38s	1/1
20	WR365FR00269	Mettre une ligne en gras Manip	34s	1/1

3 Other informations

Administrator comments

There is no administrator comment.

Candidate comments

The candidate has not left any comment.

Test protocol

No incident occurred during the test.

Exam protocol review comment

No comment for now