

Results report

Word 365-Intermediate (FR)



Mr B Candidat

Group: Groupe principal
Score: 60/100
Test date: May 28, 2026

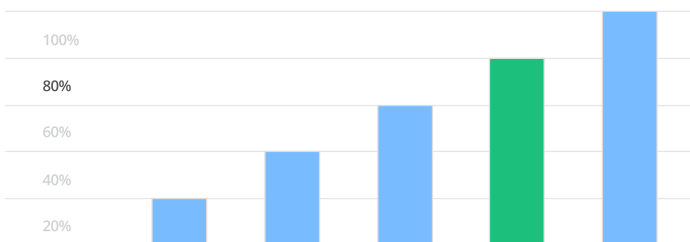


Score: 60/100

Skills Synthesis - Word Microsoft 365 The candidate demonstrates solid competency in fundamental Word operations, successfully managing document editing tools and basic formatting tasks. They effectively handle graphic objects, including shape insertion and SmartArt recognition, and show proficiency with moderate-difficulty table operations like resizing. The candidate understands environment navigation and document methods, including revision marks and macro access. However, significant gaps emerge in advanced table manipulation, particularly centering tables and using backspace functions on table rows. The candidate struggles with practical exercises involving text box linking and table of contents insertion. Additionally, they lack proficiency in Office clipboard management and Excel table integration. These weaknesses suggest limited experience with complex document layouts and cross-application functionality, indicating need for development in intermediate-to-advanced formatting techniques.

1 Domains

Environment and Methods



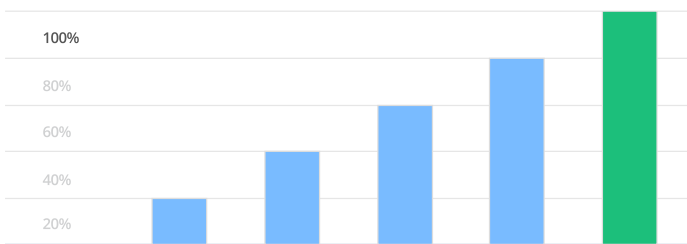
DOMAIN DESCRIPTION:

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

Environment and Methods covers common tabs and their functionalities including File, Home, Insert, and Page Setup, along with different display modes in Word. The candidate achieved a 66.67% success rate. Regarding fundamental interface knowledge, the candidate demonstrates strong understanding of Word window content and macro access within templates. However, the candidate struggles with practical task execution, particularly inserting tables of contents and screen sharing features. The candidate understands basic environment navigation but needs improvement in applying these concepts to practical document management tasks.

Page Layout and Formatting



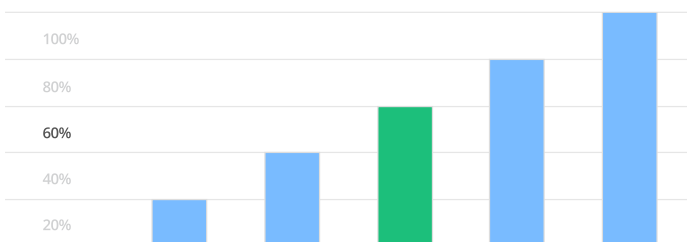
DOMAIN DESCRIPTION:

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

Page Layout and Formatting covers text and paragraph formatting, theme application, tabs, indents, borders, margins, and page/section breaks. The candidate achieved an excellent 83.33% success rate. The candidate demonstrates strong proficiency in shape and text manipulation, successfully handling text rotation and automatic shape adjustment. Additionally, the candidate shows competence in style modification and text wrapping around shapes. However, the candidate struggles with advanced table operations, particularly centering tables within pages and managing complex table resizing tasks at higher difficulty levels.

Editing Tools



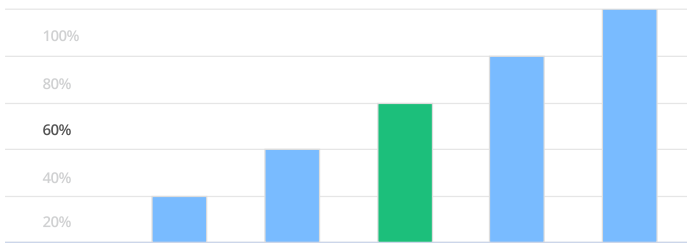
DOMAIN DESCRIPTION:

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

Editing Tools covers bullets, numbering, search functions, spell check, revision tools, headers, footers, footnotes, and mailing tools. The candidate achieved a 42.86% success rate, showing mixed performance. The candidate demonstrates understanding of paragraph cohesion and revision mark display, along with document creation date insertion. However, the candidate struggles significantly with clipboard operations, Excel table pasting, and backspace functionality in tables. The candidate also cannot perform table of contents insertion. Overall, the candidate needs substantial improvement in clipboard management and advanced editing 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

Graphic Objects and Tables covers tables, charts, OLE objects, clipart images, photos, and object editing/moving methods. The candidate achieved a 50% success rate with inconsistent performance. The candidate is able to handle shape text wrapping, text rotation, and recognizes SmartArt graphics effectively. Additionally, the candidate can resize tables and adjust automatic shapes. However, the candidate cannot center tables, struggles with backspace operations in tables, and cannot paste Excel tables or insert text within shapes. The candidate also lacks proficiency in linking text boxes, indicating gaps in advanced object manipulation.

2 List of questions

Item	Identifiant	Titre	Temps chrono	Score
1	WR365FR00170	Insérer une date de création du document dans un modèle	27s	1/1
2	WR365FR00066	Ajuster une forme automatique	38s	1/1
3	WR365FR00138	Connaître l'utilité de la punaise dans les documents récents	15s	1/1
4	WR365FR00020	Centrer un tableau dans la page	35s	0/1
5	WR365FR00022	Insérer un habillage de forme	9s	1/1
6	WR365FR00286	Partager l'écran Manip	23s	0/1
7	WR365FR00192	Coller un tableau Excel	23s	0/1
8	WR365FR00012	Reconnaître des paragraphes solidaires	1mn21s	1/1
9	WR365FR00189	Reconnaître un SmartArt	26s	1/1
10	WR365FR00061	Utiliser la touche retour arrière sur la dernière ligne d'un tableau	11s	0/1
11	WR365FR00064	Redimensionner un tableau	21s	1/1
12	WR365FR00325	Lier des zones de texte Manip	10s	0/1
13	WR365FR00024	Obtenir un texte pivoté	14s	1/1
14	WR365FR00148	Utiliser le presse-papiers d'Office	1mn24s	0/1
15	WR365FR00292	Modifier le style Manip	2mn26s	1/1
16	WR365FR00029	Connaître le contenu d'une fenêtre Word	30s	1/1
17	WR365FR00274	Insérer une table des matières Manip	11s	0/1
18	WR365FR00246	Reconnaître l'affichage des marques de révision	1mn38s	1/1
19	WR365FR00112	Accéder à des macros contenues dans un modèle	17s	1/1
20	WR365FR00217	Insérer un texte dans une forme	6s	0/1

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