

Results report

Word 365 -Advanced (FR)



Mr B Candidat

Group: Groupe principal
Score: 70/100
Test date: May 28, 2026

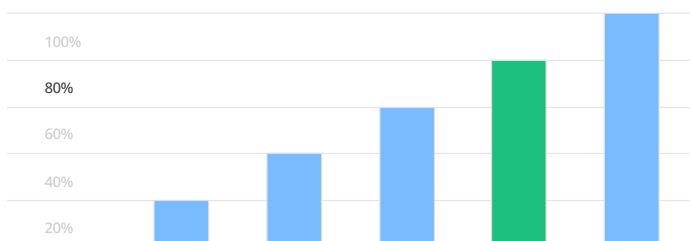


Score: 70/100

Skills Synthesis The candidate demonstrates strong proficiency in **Page Layout and Formatting**, successfully managing styles, section breaks, and page orientation. They excel with **Editing Tools**, mastering search-and-replace functions and navigation features. The candidate shows solid competence in **Environment and Methods**, handling mail merge and building blocks effectively. However, they struggle with advanced techniques like outline creation, bookmark recognition, and graphic object grouping. Practical exercises are generally well-executed, though some complex formatting and table-linking tasks remain challenging.

1 Domains

Environment and Methods



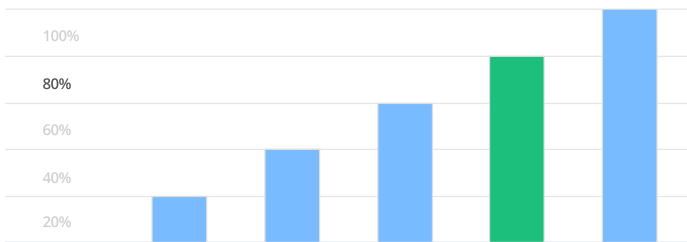
DOMAIN DESCRIPTION:

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 the most common tabs and their main functionalities including File, Home, Insert, and Page Setup, along with different display modes in Word. The candidate achieved a 66.67% success rate. Regarding building blocks and navigation, the candidate demonstrates strong competency, successfully adding building blocks and utilizing the Navigation pane. However, the candidate struggles with advanced concepts: bookmarks recognition and outline creation remain challenging areas. The candidate can work with section breaks effectively but needs improvement in understanding bookmark syntax and creating structured document outlines.

Page Layout and Formatting



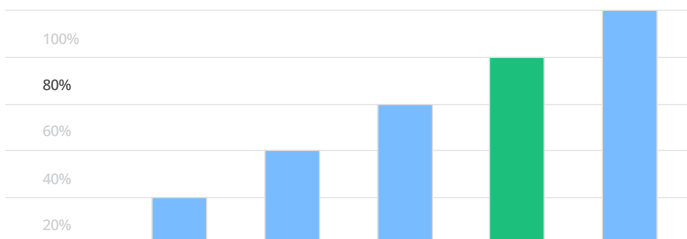
DOMAIN DESCRIPTION:

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 encompasses text and paragraph formatting, themes, tabs, indents, borders, margins, and section breaks. The candidate achieved a 77.78% success rate, demonstrating solid competency. In page orientation and styling, the candidate successfully applies landscape formatting and customizes table styles. Regarding style management, the candidate understands style modification and inspection tools well. However, the candidate struggles with text box linking and automatic formatting restoration. The candidate can apply section breaks and modify styles effectively but needs development in advanced text box operations and format resetting techniques.

Editing Tools



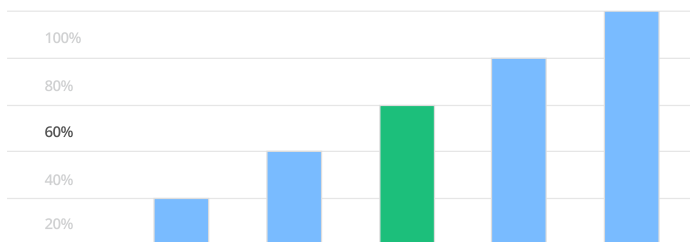
DOMAIN DESCRIPTION:

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 features. The candidate achieved a 70% success rate, showing good overall capability. In document structure, the candidate successfully inserts tables of contents and manages building blocks. Regarding navigation and formatting, the candidate can use the Navigation pane and apply automatic formatting effectively. However, the candidate struggles with bibliography functions and bookmark recognition. The candidate demonstrates strong skills in document organization and search-replace operations but needs improvement in bibliography management and bookmark implementation.

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, images, and object editing methods. The candidate achieved a 60% success rate, indicating developing competency. In table customization, the candidate successfully personalizes table styles and freezes title rows. Regarding shape manipulation, the candidate can modify points on automatic shapes effectively. However, the candidate struggles with text box linking and graphic object grouping. The candidate demonstrates adequate skills in basic table operations and shape editing but needs significant improvement in advanced object linking and grouping techniques for complex document layouts.

2 List of questions

Numéro	Identifiant	Titre	Compétence	Temps	Score
1	WR365FR00284	Figurer des lignes de titre dans un tableau Manip		1mn27s	1/1
2	WR365FR00194	Imprimer une page d'un publipostage		1mn10s	1/1
3	WR365FR00092	Reconnaître un crochet de signet		2mn10s	0/1
4	WR365FR00200	Grouper des objets graphiques (généralités)		26s	0/1
5	WR365FR00302	Rétablir les modifications de mise en forme selon un style Manip		17s	0/1
6	WR365FR00040	Ajouter des blocs de construction		29s	1/1
7	WR365FR00281	Rechercher et Remplacer une mise en forme Manip		45s	1/1
8	WR365FR00056	Utiliser des sauts de section		44s	1/1
9	WR365FR00049	Passer une seule page au format paysage		19s	1/1
10	WR365FR00272	Créer et utiliser un plan Manip		8s	0/1
11	WR365FR00080	Maîtriser la fonction Bibliographie (généralités)		10s	0/1
12	WR365FR00186	Modifier un style		57s	1/1
13	WR365FR00063	Personnaliser les éléments dans un style de tableau		42s	1/1
14	WR365FR00242	Utiliser la fonction mise en forme automatique		15s	1/1
15	WR365FR00173	Utiliser le volet Navigation (généralités)		31s	1/1
16	WR365FR00124	Insérer une liste déroulante		14s	1/1
17	WR365FR00079	Insérer plusieurs tables des matières dans un document		20s	1/1
18	WR365FR00069	Lier des zones de texte		1mn03s	0/1
19	WR365FR00224	Modifier les points sur une forme automatique		13s	1/1
20	WR365FR00122	Utiliser l'Inspecteur de Styles		37s	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