

Results report

Adaptive Word 365 Assessment Test



Mr John Wesley

Group: Main group
Skill Level: Productive - 3/5
Time: 22:22
Test date: August 5, 2026



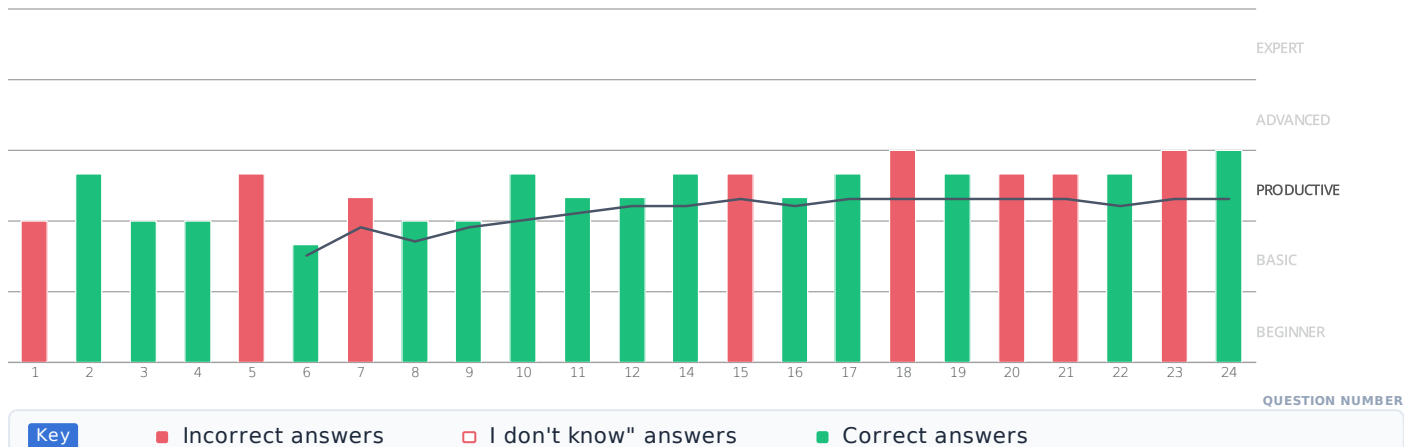
Skill Level: Productive - 3/5

Skills Synthesis - Word Microsoft 365 The candidate demonstrates solid competency across most core Word functionalities, achieving a Productive level (3/5). They successfully handle page layout and formatting tasks, including bullet points, superscript formatting, and font color changes. The candidate proficiently manages editing tools, such as deleting in tables and determining word occurrences, and understands graphic objects manipulation, including artistic effects and shape insertion. However, gaps exist in more advanced features. The candidate struggles with moderately difficult tasks like converting text to lowercase, inserting screenshots, and managing footnote-to-endnote conversions. They lack familiarity with specialized functions such as creating global templates with macros and navigating Focus/ Read modes. Navigation basics, particularly the End key usage, also present challenges, suggesting room for improvement in fundamental editing techniques.

1 Analysis

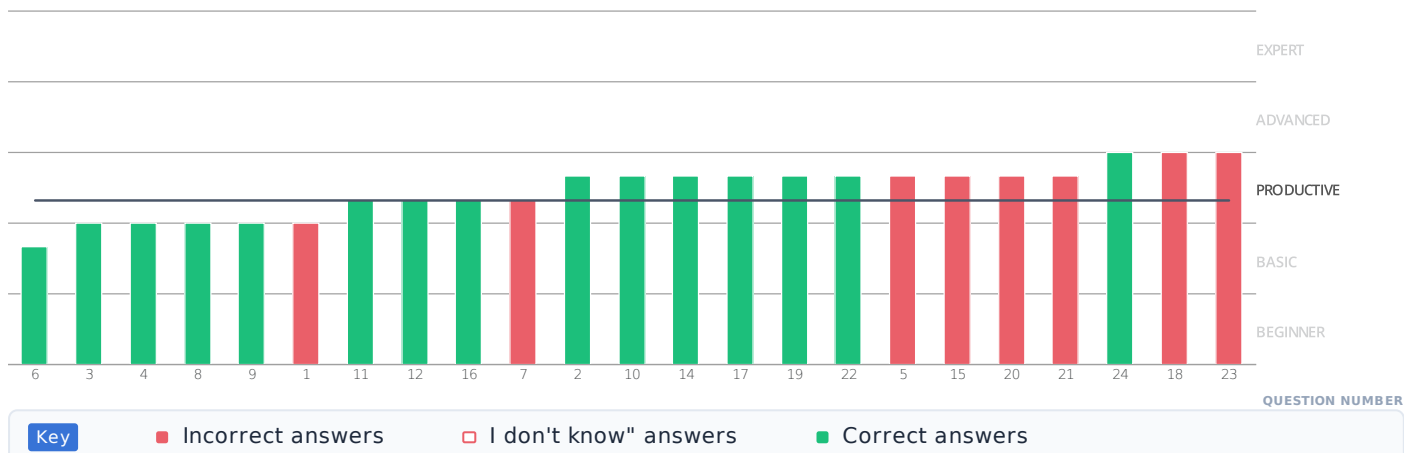
Progressive estimate of candidate level

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.

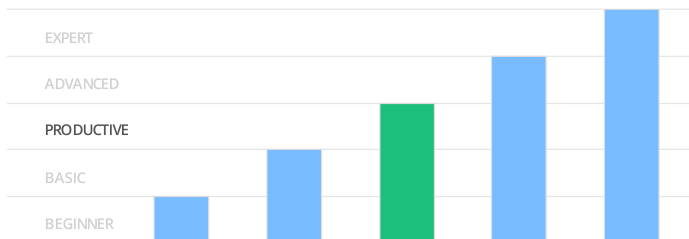


Questions ordered by difficulty level

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



Environment and Methods



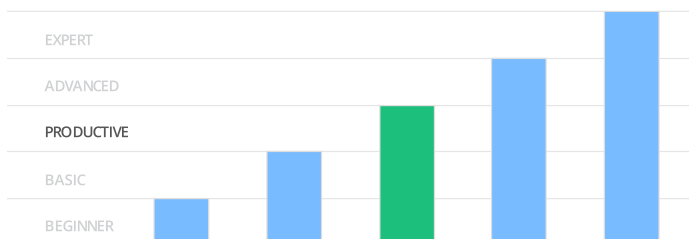
DOMAIN DESCRIPTION:

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 common tabs, their functionalities (File, Home, Insert, Page Setup), and display modes in Word. The candidate demonstrates a productive skill level. Regarding basic navigation, the candidate struggles with the end key but understands mirror paragraph formatting and superscript application. For interface management, the candidate successfully minimized the ribbon and sorted styles alphabetically, showing competence with workspace customization. However, the candidate cannot identify focus and read modes and struggles with advanced features like creating global templates with macros and inserting screenshots. Overall, the candidate demonstrates solid foundational knowledge with gaps in specialized features.

Page Layout and Formatting



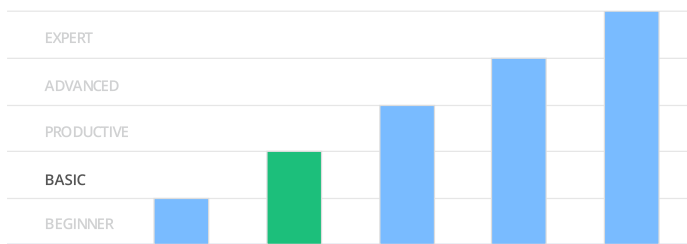
DOMAIN DESCRIPTION:

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 achieves a productive skill level. In character formatting, the candidate successfully applies stylistic effects and superscript but cannot convert text to lowercase. For layout features, the candidate demonstrates competence in wrapping images and adding bullet points, yet struggles with tab features and font color changes. The candidate shows mixed proficiency across formatting tasks, successfully managing some practical exercises while lacking understanding of others. This balanced performance reflects the productive rating.

Editing Tools



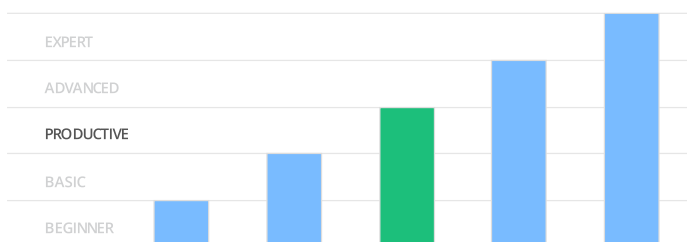
DOMAIN DESCRIPTION:

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 demonstrates a basic skill level. Regarding text manipulation, the candidate cannot use the end key or insert tabs in table cells but understands delete key functionality and paragraph formatting. For advanced editing, the candidate struggles with footnote conversion and text case changes but successfully determines word occurrences and sets paragraph language. The candidate does not seem to grasp several fundamental editing operations and lacks proficiency in revision tools, indicating foundational knowledge gaps in this critical domain.

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, and object editing methods. The candidate achieves a productive skill level. Regarding table operations, the candidate cannot insert tabs in table cells but successfully uses delete key functionality in tables. For image and object handling, the candidate demonstrates competence with artistic effects, auto shapes with glow effects, and image wrapping, yet struggles with screenshots and photo saving. The candidate understands the Selection & Visibility pane effectively. Overall, the candidate shows solid capabilities in graphic manipulation and object formatting while having gaps in certain table operations and advanced image features.

3 List of questions

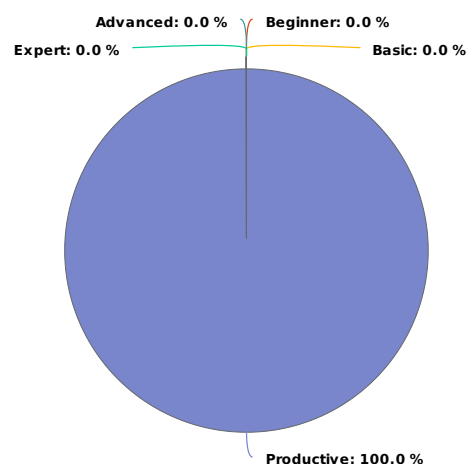
Question ID	ID	Question	Time spent	Correct
1	WR365EN00035	Using the end key	13s	✗
2	WR365EN0374	Adding bullet points	16s	✓
3	WR365EN00062	Using the delete key in the last row of a table	16s	✓
4	WR365EN00193	Putting a word in Superscript	13s	✓
5	WR365EN00313	Changing footnotes to endnotes In-app	1:04	✗

Number	ID	Question	Time spent	Correct
6	WR365EN00331	Setting the language of a paragraph In-app	40s	✓
7	WR365EN00060	Inserting tab in table cell	24s	✗
8	WR365EN00185	Applying a mirror paragraph formatting	40s	✓
9	WR365EN00204	Applying a stylistic effect on characters	46s	✓
10	WR365EN00345	Determining the number of occurrences of a given word In-app	54s	✓
11	WR365EN00211	Adding artistic effects to an image	21s	✓
12	WR365EN00138	Handeling Pushpins	39s	✓
13	WR365EN00372	Using the Dictate feature	55s	✓
14	WR365EN00287	Minimizing the ribbon In-app	38s	✓
15	WR365EN00337	Knowing the tabs features (general)	41s	✗
16	WR365EN00253	Inserting an Auto shape with Glow effect	15s	✓
17	WR365EN00151	Changing Font color	3:57	✓
18	WR365EN00270	Converting to lowercase In-app	2:08	✗
19	WR365EN00338	Wrapping an image to move it	27s	✓
20	WR365EN00222	Saving a photo as picture	18s	✗
21	WR365EN00112	Creating a global template with macros	58s	✗
22	WR365EN00332	Sorting styles alphabetically (in-app) In-app	3:02	✓
23	WR365EN00215	Inserting a screenshot	20s	✗
24	WR365EN00208	Using Selection & Visibility pane	37s	✓
25	WR365EN00382	Knowing Focus and Read Modes	1:50	✗

4 Ranking

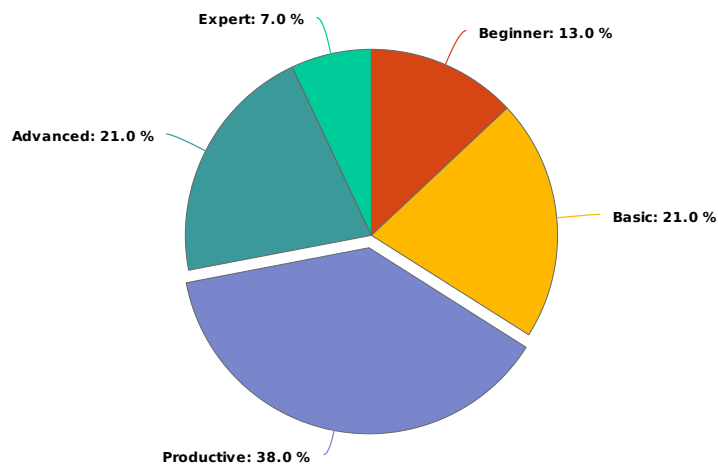
Candidate distribution within your account

The candidate ranks among the 100% of test-takers within your account who have achieved the Productive level.



Candidate distribution among all candidates worldwide who took this test

The candidate ranks among the 38% of test-takers worldwide who have achieved the Productive level.



5 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