COMPMETRICA Practical exercise for Microsoft® Word Software
General functions and intermediate functions

The **Practical Exercise for Microsoft® Word Software** (WORDGEN-AT & WORDINTER-AT) assesses a candidate's ability to use the different general or intermediate functions of the Microsoft Word software. It provides a fair estimate in terms of the mastery level of the function from the Microsoft® Office Word Software.

Description

- In this exercise, the candidate will have to use different functions in a Word document. The candidates are assessed on different elements depending on the test level. More specifically, these elements can be to reproduce a letter, to format a document, to make a table of content, to modify tables or use different functions of the Microsoft® Word software. This exercise must be administered on a computer with Microsoft® Office.

- This exercise does not assess specific knowledge related to the professional field of expertise.

- All the tests are done on a computer with the Word software (version 2003 or 2007) from Microsoft® Office.

Competency Assessed

Technical and Professional

28. Technical and Professional Skills

Targeted Clientele

Any organization that wishes to assess the mastery level of the Microsoft® Word software functions.

Conditions

Duration
- General functions: Thirty (30) minutes
- Intermediate functions: Forty-five (45) minutes

Correction Time
- Paper-Pencil Administration : Three (3) business days

Available Languages
- French
- English

Qualification Level

Level B:
- Be responsible for the assessment process of candidates in your organization (e.g., Employed by the human resource department or hold a senior management position).

- Work for a consulting firm specializing, among other things, in personnel assessment.

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Professional
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COMPMETRICA PRACTICAL EXERCISE FOR MICROSOFT® WORD

Sample Report

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PRACTICAL EXERCISE FOR MICROSOFT WORD © SOFTWARE - GENERAL FUNCTIONS (WORDGEN-AT 08)

EVALUATION REPORT

Candidate:
John Smith

Evaluation date:
2012/04/24

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This report is confidential. All measures must therefore be taken to preserve the confidentiality of the data presented. Only authorized persons should have access to the content of the report.

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Practical Exercise for Microsoft Word © Software - General Functions

Candidate: John Smith   Evaluation date: 2012/04/24

Explanation Notes on this Exam

The Practical Exercise for the Microsoft Word © Software - General Functions (WORDGEN-AT 08) measures the candidate's ability to use the general functions of the Microsoft Word © software. In particular, the candidate is required to format a corporate letter by following a set of guidelines presented in the Test Booklet.

Overall Resultat

The suggested passing mark for this exam is 60%*. This score indicates that the candidate has adequately demonstrated his or her ability to use the general functions of Microsoft Word © in the workplace.

The passing mark is at the discretion of the organization. In fact, the passing mark may vary according to the requirements of the job to be staffed or the organizational needs.

OVERALL RESULT

	Result
0 50 100	**85 %** or **4.3 / 5**
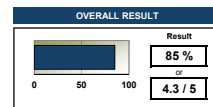
Results by Element Assessed

The following graphs provide additional information on the mastery of the elements that are assessed by this test. **This information should only be used for development purposes.** These results are presented according to three levels of performance: WEAK, AVERAGE and HIGH.

Weak	Average	High

GENERAL FUNCTIONS

The candidate demonstrates the extent to which he or she is comfortable using the general functions of Microsoft Word © in order to perform basic operations such as searching in a document, manipulating data in a table and adding objects in the page. This element is worth approximately 45% of the overall test result.

Weak	Average	High

DOCUMENT FORMATTING

The candidate demonstrates the extent to which he or she can perform formatting operations that will help improve the professional presentation of a document. The candidate is able to change the format of the text, the layout of the document and of a table, according to the instructions provided in the Test Booklet. This element is worth approximately 45% of the overall test result.

Weak	Average	High

OTHER BASIC OPERATIONS

The candidate demonstrates the extent to which he or she can perform various basic operations in Microsoft Word ©, such as adding missing data, renaming and changing the protection settings of the work document. This element is worth approximately 10% of the overall test result.

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