



Practical Exercise for Microsoft Word © Software - General Functions (WORDGEN-AT 08)

EVALUATION REPORT

Candidate:
John Smith

Evaluation date:
2012/04/24

Practical Exercise for Microsoft Word © Software - General Functions

Candidate: John Smith

Evaluation date: 2012/04/24

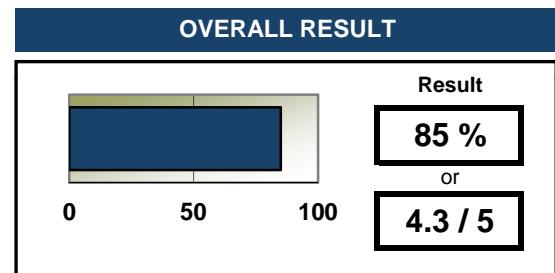
Explanation Notes on this Exam

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 Result

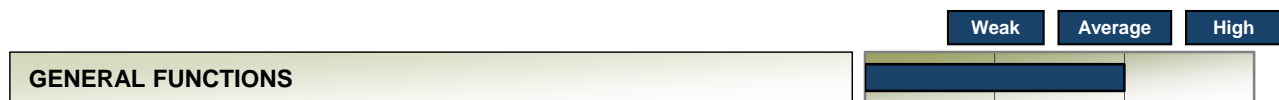
The suggested passing mark for this exam is 60%*. This score indicates that the candidate has adequately demonstrated his or her ability to use the general functions of Microsoft Word © in the workplace.

* 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.



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.



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.



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.



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.