



# MICROSOFT POWERPOINT TEST

(2003-2013)

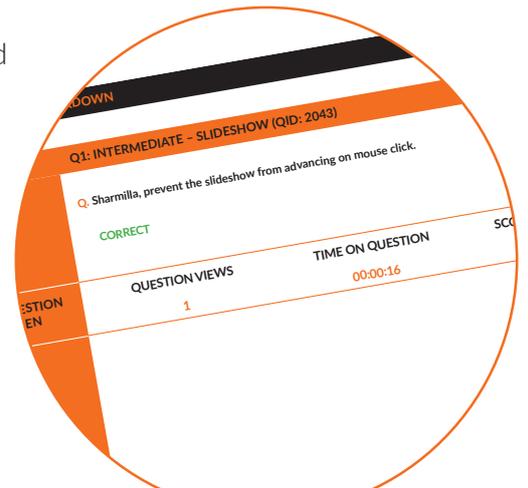


## OVERVIEW

Designed to test an individual's ability to perform tasks within a simulated Microsoft PowerPoint environment. The simulated test platform is designed to closely mimic the look, feel and functionality of the original software. The functionality is fair to candidates in that it allows the tasks to be completed in a familiar way using menus, buttons, left clicks, right clicks and keyboard shortcuts in a way that they are most accustomed.

Candidates are presented with 15 questions to complete. Each question is assigned an allocated time to complete; typically 60-80 seconds, depending on the complexity of the question presented. The candidate's responses are automatically marked and a point is awarded for each correctly answered question. Skipped questions or those that are not taken will result in no point being awarded.

Sample question  
Intermediate level



**SKILLS MEASURED:** COMPUTER LITERACY | LEVEL OF COMPETENCE | ACCURACY | ADAPTABILITY | SPEED | PROFICIENCY

## TEST DETAILS



PRACTICE TEST AVAILABLE



RANDOMISED PRESENTATION



20 MINUTES ALLOWED



15 MINS AVERAGE COMPLETION TIME



15 QUESTIONS PRESENTED



80 QUESTIONS IN POOL

**COMPLEMENTARY TESTS:** MS WORD | MS EXCEL | MS OUTLOOK | IT LITERACY



### BASIC

In this test candidates are required to understand the principles of Microsoft PowerPoint and demonstrate they are able to competently navigate the software, create and save their work, and perform essential and common daily tasks.

This level is appropriate for a candidate who uses MS PowerPoint as a basic slide show presentation application and has access to assistance if required.



### INTERMEDIATE

In this test candidates are required to understand the concept of Microsoft PowerPoint and demonstrate they are able to perform tasks which are required frequently for more advanced formatting and setting changes.

This level is appropriate for a candidate who frequently writes more complex presentations with animated effects.



### EXPERT

In this test candidates are required to be highly proficient in using Microsoft PowerPoint and demonstrate they are able to change permission settings, create specialised presentations and convert presentations to different formats. This test builds on Core by increasing the rarity of the tasks tested and the depth of knowledge required to complete the task within the given time.

This level is appropriate for a candidate who is expected to use MS PowerPoint autonomously and understand the majority of its tools and software capabilities.