OVERVIEW

Designed to test an individual’s ability to perform tasks within a simulated Microsoft Word 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.

SKILLS MEASURED: COMPUTER LITERACY | LEVEL OF COMPETENCE | ACCURACY | ADAPTABLEITY | 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 EXCEL | MS POWERPOINT | MS OUTLOOK | IT LITERACY

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

This level is appropriate for a candidate who uses MS Word daily as a simple word processing application and has access to assistance if required.

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

This level is appropriate for a candidate who regularly writes templates and more complex documents.

In this test candidates are required to be highly proficient in using Microsoft Word and demonstrate they are able to change permission settings, display an understanding of advanced macro commands and editing large complex documents. 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 Word autonomously and understand the majority of tools & capabilities available.