

**Overview** Multi-choice test that measures the ability to use MS Word, MS Excel and MS PowerPoint to perform basic tasks on a computer.

**Relevant Job Roles** Administrative Assistant, Customer Service Representative, Receptionist, Data Entry Operator, Backend Support Executive, Tech Support Executive

<b>Details</b>	<b>Language</b>	English (US)
	<b>Average Testing Time (minutes)</b>	07 minutes
	<b>Allowed Time (minutes)</b>	10 minutes
	<b>Maximum Number of Questions</b>	15 questions
	<b>Number of Sitzings</b>	One
	<b>Test Type</b>	Multiple Choice - IRT (1PL)
	<b>Sector</b>	Software Skills
	<b>Scores Reported</b>	<ul style="list-style-type: none"> <li>• Overall Score</li> <li>• Computer Fundamentals</li> <li>• MS Word</li> <li>• MS Excel</li> <li>• MS PowerPoint</li> </ul>
	<b>O*NET Competency</b>	Computers and Electronics

**Knowledge, Skills, Abilities And Competencies Measured**

The following areas are covered:

- Basic of computer hardware and software
- Basics of MS Word
- Text and page formatting in MS Word
- Sorting information in MS Word
- Inserting hyperlinks and images in MS Word
- Spell and grammar check in MS Word
- Mail merge
- Basics of MS Excel
- Text and cell formatting in MS Excel
- Basic formulas in MS Excel
- Conditional formatting and data validation
- Basics of MS PowerPoint
- Text formatting in MS PowerPoint
- Slide layouts, views and slideshow
- Animations & transitions