

Overview

Simulation based test that measures the ability to use basic computer operations, browser navigation, MS office and email.

Relevant Job Roles

Administrative Assistant, Customer Service Representative, Receptionist, Data Entry Operator, Backend Support Executive, Tech Support Executive

Details

Language

English (US)

Average Testing Time (minutes)

05 minutes

Allowed Time (minutes)

07 minutes

Maximum Number of Questions

15 questions

Number of Sittings

One

Test Type

Simulation

Sector

Software Skills

Scores Reported

- Overall Score
- Basic Computer Operations
- MS Word
- MS Excel
- MS PowerPoint
- Internet Ability

O*NET Competency

Computers and Electronics

Knowledge, Skills, Abilities And Competencies Measured

The following areas are covered:

- Basic computer operations
- Browser navigation
- Email usage
- G suite
- Text review and formatting
- Page layout and formatting in MS Word
- Tables, pictures and graphics
- Visual enhancements and tables
- Page layout and formatting in MS Excel
- Functions and formulas
- Review and formatting in MS PowerPoint
- Slide layout and slideshow
- Visual enhancements and tables