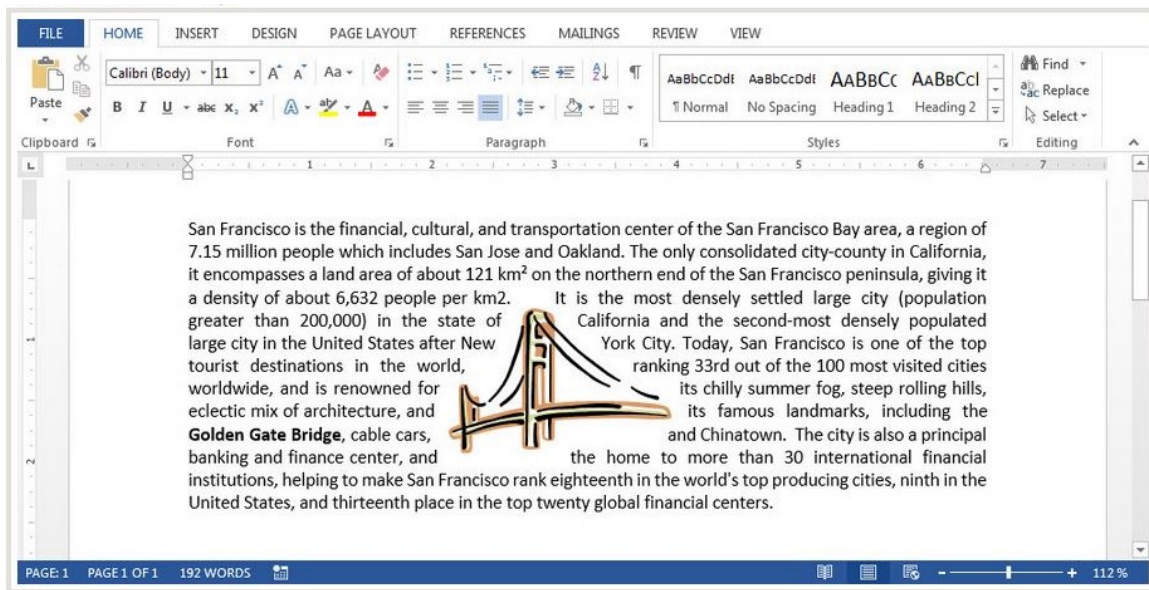


Microsoft Office skills test

The test is a computer-based simulation to assess your skills in the preparation and/or processing of MS Word and Excel documents. It is a mix of practical and theoretical questions with multiple choice format (MCQ).

Please see below some examples:

MS WORD

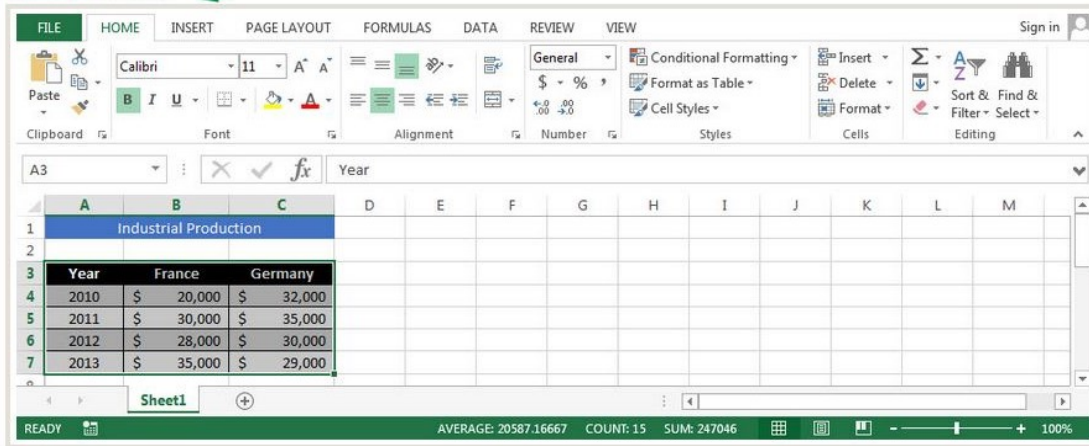


How was I able to make the text flow around the picture as above?

- I used the [Change Picture](#) tool.
- I used the [Send Backward](#) tool.
- I used the [Wrap Text](#) tool.
- I selected a quick style from the [picture styles gallery](#).
- I used the [Crop](#) tool.

Select one answer.

MS EXCEL



I want to create a chart that shows industrial production by country and by year. What chart type can I use?

This question may have multiple correct answers – just select one.

- A stock chart.
- A stacked bar chart.
- A radar chart.
- A stacked column chart.
- A pie chart.

Select one answer.

SCORING

Usually a Microsoft Office skills test consists of 25 Word and 25 Excel questions.

The calculation method used to determine the scoring, on a total of 20 points, is done according to the following rules:

Overall score

$$\left[\left(\frac{\text{Number of correct answers in Word}}{25} \times 20 \right) + \left(\frac{\text{Number of correct answers in Excel}}{25} \times 20 \right) \right] / 2 \text{ rounded}$$

Concerning the rounding

- if the score is < 0.5 then it is rounded down
- if the score is ≥ 0.5 then it is rounded up

Example

Word $9/25$ correct answers = $9/25 \times 20 = 7.2/20$ --> rounded down $7/20$

Excel $17/25$ correct answers = $17/25 \times 20 = 13.6/20$ --> rounded up $14/20$

Overall score = $7/20$ (Word) + $14/20$ (Excel) = $21/40 = 10.5/20$ --> rounded up = $11/20$