Microsoft Office Tests

Unlock the full potential of your team with technology—but don't just train - prove expertise!

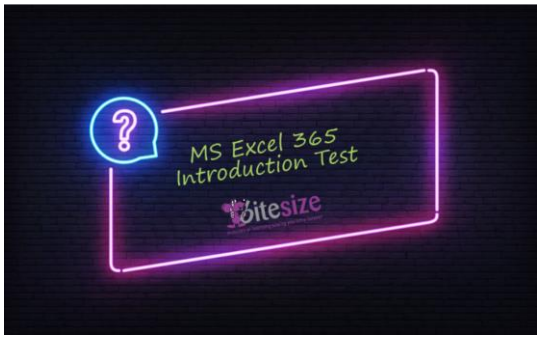
Our **Bite Size Microsoft Office Competency Tests** ensure staff not only learn but demonstrate their ability to use these essential tools with confidence. Designed to align seamlessly with our Bite Size Microsoft Office Course Outlines, these **competency tests** cover everything from introduction to advanced levels.

Whether taken **before or after training**, these assessments provide measurable results with **25 to 30 engaging questions**—including true/false, multiple choice, hotspot, fill in the blanks, and sequence formats.

With an **80% pass mark**, successful participants receive an official **online Bite Size competency certificate**—perfect for validating their Microsoft Office skills. Plus, our tests are **included in the Bite Size Library**, making them the perfect companion to our training courses.

NOTE: - 365 courses have been CPD certified.

Excel Introduction Test (2016 and 365)
This test has 25 questions covering the following topics:



- Basic Formulas
- Keyboard Navigation shortcuts
- Functions like SUM and COUNT
- Conditional Formatting
- Formatting Options
- Order of Calculation
- Absolute and Relative References

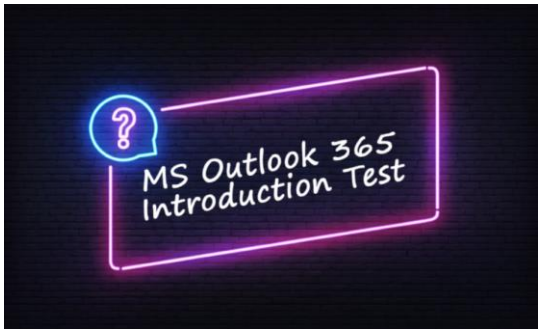
Word Introduction Test (2016 and 365)
This test has 30 questions covering the following topics:

- Creating, opening, saving and closing documents
- Working with the Ruler and Margins
- Line spacing, bullet lists
- Copying and pasting selection methods, undo, font formatting
- Working with objects/views
- Comparing documents
- Printing and screenshots

MS OneNote Introduction Test
This test has 25 questions covering the following topics:

- Notebooks
- Sections
- Pages
- OneNote Tools
- OneNote Management
- Collaboration

MS Outlook Introduction Test (2016 and 365)
This test has 25 questions covering the following topics



- Ribbon; Working with Emails
- Setting up Voting Options
- Printing Emails
- Attachments
- Calendar Appointments
- Calendar Events
- Calendar Meetings
- Working with Reminders
- Setting up Tasks.

PowerPoint Introduction Test (2016 and 365)
This test has 25 questions covering the following topics:

- Opening and Closing Presentations
- Zooming In and Out
- Navigating Around
- Moving, copying, and deleting slides
- Different File Formats
- Slide Layouts
- Changing the background to slides
- Applying Themes
- Working with Sections
- Manipulating text and effects
- Spell Checking
- Printing presentations
- Output formats

MS Teams Introduction Test
This test has 30 questions covering the following topics:

- Teams
- Chat
- Channels
- Meetings

MS SharePoint Introduction Test
This test has 25 questions covering the following topics:

- Pinning and Moving files
- Browser v App
- Recycle Bin
- Versioning
- Checking out
- Sharing files
- Copying emails from Outlook to SharePoint

MS Excel Intermediate Test (2016 and 365)
This test has 25 questions covering the following topics:

- Working with Multiple Workbooks
- Working with Ranges
- Working with Graphics
- Working with Tables
- Sorting and Filtering
- Worksheet Displays
- Auditing
- Templates
- Chart Options.

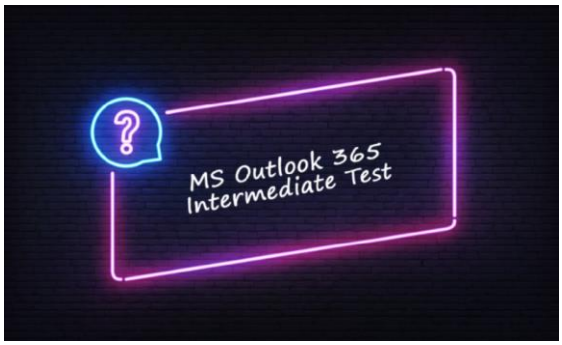
MS Teams Intermediate Test
This test has 30 questions covering the following topics:

- Working with Channels
- Hosting Meetings
- Attending Meetings
- Communication and Collaboration
- File Management

MS Word Intermediate Test (2016 and 365)
This test has 30 questions covering the following topics:

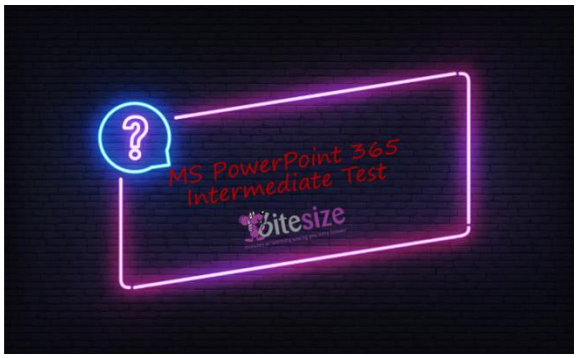
- Inserting Special Characters
- Inserting Symbols, WordArt and Tables
- Section Breaks and Columns
- Watermarks
- Compressing Pictures
- Styles and Templates

MS Outlook Intermediate Test (2016 and 365)
This test has 30 questions covering the following topics:



- Mail Management
  (Grouping Mail, Flagging, Folders and Searching)
- Mail Features
  (Voting, Quick Parts and Direct Replies to)
- Working with Calendars (Sharing)
- Working with Notes
  (Creating and Viewing)

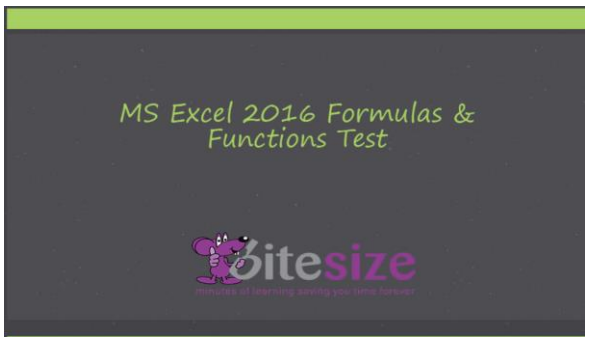
MS PowerPoint Intermediate Test (2016 and 365)
This test has 25 questions covering the following topics:



- Presentation Planning and Design
- Paragraph Formatting
- Working with Objects
- Formatting Objects
- Picture Editing
- Working with Charts
- Working with Media

MS Excel - Formulas and Functions Test - Advanced level (2016 and 365)

This test has 25 questions covering the following topics:



- IF Function
- Absolute and Relative References
- Working with time
- Keyboard shortcuts
- Viewing Formulas
- Concatenation
- Order of Calculation
- Working with dates
- Text Functions

MS PowerPoint Advanced Test (2016 and 365)

This test has 25 questions covering the following topics:

- Slide Masters
- Hyperlinks and Action buttons
- Merging Presentations
- Working with Tables
- Slide Shows
- Sharing presentations

MS Word - Working with Long Documents Test - Advanced level - (2016 and 365)
This test has 30 questions covering the following topics:

- Page Breaks
- Headers/Footers
- Page Numbering
- Spell Checking
- Section Breaks
- Watermarks
- Table of Contents
- Bookmarks
- Cross References
- Foot and End Notes
- Tracking and Comments

MS Teams Advanced Test (365)
This test has 25 questions covering the following topics:

- Creating and managing Meeting Polls,
- Setting up and managing Breakout Rooms,
- Using the Whiteboard,
- Setting up and manage Live Events
- Understanding Town Hall Meetings.