

Microsoft Office Tests

Using technology comes at a price when employing staff and knowing they can use the technology efficiently is vital. Taking the training is only part of the story, proving their competence is key.

That's why we have created 8 competency tests that follow our Bite Size Microsoft Office Course Outlines from introduction to advanced level which can be taken pre or post learning to measure skills. Our competency tests have either 25 or 30 questions ranging from true/false, multiple choice, hotspot, fill in the blanks or sequence.

The pass mark is 80% and you will receive an on-line Bite Size competency certificate to print out if you pass. It's a great way to test your knowledge of Microsoft Office applications and is included in our Bite Size Library to complement our courses.

Topics Covered:

INTRODUCTION LEVELS

Excel Introduction Test

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

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

PowerPoint Introduction Test

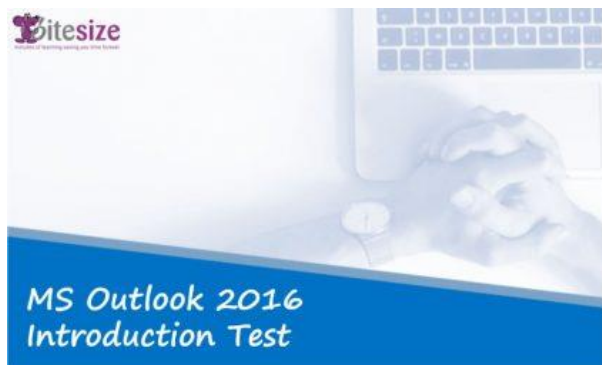
This test has 25 questions covering the following topics:



- 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 Outlook Introduction Test

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.

INTERMEDIATE LEVELS

MS Excel Intermediate Test

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 Word Intermediate Test

This test has 30 questions covering the following topics:



- Inserting Special Characters
- Inserting Symbols and WordArt
- Tables
- Section Breaks and Columns
- Watermarks
- Compressing Pictures
- Styles
- Templates
- Quick Parts and Building Blocks

ADVANCED LEVELS

MS Excel - Formulas and Functions Test

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 Word - Working with Long Documents Test

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