



Basic Computer and MS Office Knowledge Test SUMMARY REPORT

Prepared For:
Jennifer Sample

The Basic Computer and MS Office Knowledge Test consists of 34 questions
Jennifer answered 34 of the 34 questions.

Overall Score: The Overall Score is based on all 34 questions on the test. Jennifer answered **23** of the 34 questions correctly resulting in an Overall Score of **67.6%**
67.6%
Weighted:
63.5%

Questions are weighted based on the difficulty of the question. The more experience normally associated with knowing the question, the higher the weight. The total weighted value of all 34 questions is a possible 214 points. Jennifer scored **136** of the possible 214 points for a Weighted Score of **63.5%**

SCORES BY CATEGORIES:

Microsoft Excel: The test consists of 8 questions associated with various grades of 4-8. Jennifer answered **4** out of **8** questions correctly resulting in an Overall Score of **50 %**
50%
Weighted:
40%

The total weighted value of these 8 questions is **50** points. Of these, Jennifer scored **20** points resulting in a Weighted score for this category of **40%**.

Microsoft Word: The test consists of 8 questions associated with various grades of 9-12. Jennifer answered 7 out of 8 questions correctly resulting in an Overall Score of **87.5 %**
87.5%
Weighted:
85.1%

The total weighted value of these 8 questions is **54** points. Of these, Jennifer scored 46 points resulting in a Weighted score for this category of **85.1%**.

Windows: The test consists of 5 questions associated with various grades of 13-16. Jennifer answered 4 out of 5 questions correctly resulting in an Overall Score of **80 %**
80%
Weighted:
66.6%

The total weighted value of these 5 questions is **24** points. Of these, Jennifer scored 16 points resulting in a Weighted score for this category of **66.6%**.

General Computer Terminology: The test consists of 8 questions associated with various grades of 13-16. Jennifer answered 5 out of 8 questions correctly resulting in an Overall Score of **62.5 %**
62.5%
Weighted:
61.5 %

The total weighted value of these 8 questions is **52** points. Of these, Jennifer scored 32 points resulting in a Weighted score for this category of **61.5%**.

Internet Terminology: The test consists of 5 questions associated with various grades of 13-16. Jennifer answered 3 out of 5 questions correctly resulting in an Overall Score of **60 %**
60%
Weighted:
64.7%

The total weighted value of these 5 questions is 34 points. Of these, Jennifer scored 22 points resulting in a Weighted score for this category of **64.7%**.

NOTE: This report is not designed to recommend, or not recommend, any individual for employment or consideration for a particular job. It is provided solely as a tool to assist those interviewing this candidate to develop more pertinent and in-depth questions while conducting the interview and evaluation process. Your decision should not be based solely on the results of this or any other similar report. Microsoft, Excel, Word, and Windows are Registered Trademarks of Microsoft Corporation.

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Version
1.0



Basic Computer and MS Office Knowledge Test DETAIL REPORT

Prepared For:
Jennifer Sample

The Basic Computer and MS Office Knowledge Test consists of 34 questions. Jennifer answered 34 of the 34 questions.

23 of the 34 questions were answered correctly resulting in an **Overall Score of 67.6%**. The total weighted value of all 34 questions is a possible 214 points. Jennifer scored 136 of the possible 214 points for a **Weighted Score of 63.5%**. Please refer to the Summary Report for scores by question category.

A list of the questions Jennifer answered incorrectly are shown below. The test choices are shown on the right in blue type for reference.

2	<p>In Microsoft Excel, which of the following References Includes Cell G7</p> <p>Jennifer chose answer: 5 The CORRECT answer is: 2</p>	<p>1. B4:M6 2. G:G,2:2 3. M3:GG7 4. All of the Above 5. None of the Above</p>
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3	<p>In Microsoft Excel, if the name Prices refers to the areas B1:D4, B2, and E1:E10, then:</p> <p>Jennifer chose answer: 5 The CORRECT answer is: 2</p>	<p>1. AREAS(Prices) equals 2 2. AREAS(Prices) equals 3 3. AREAS(Prices) equals 4 4. AREAS(Prices) equals 5 5. There is no Areas() function in Excel.</p>
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4	<p>In Microsoft Excel, if Cell A1 is formatted for Time and contains the Time Information "10:00:00 AM", what will be displayed in Cell A2 if it's Cell Formula is: =A1+1 ?</p> <p>Jennifer chose answer: 4 The CORRECT answer is: 1</p>	<p>1. 10:00:00 2. 10:00:01 3. 10:01:00 4. 11:00:00 5. None of the Above</p>
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8	<p>In Microsoft Excel, which of the following formulas is incorrect?</p> <p>Jennifer chose answer: 2 The CORRECT answer is: 3</p>	<p>1. =SUM(A1,B1,B2,C2) 2. =ROUND(SUM(A1:C2),2) 3. =ROUND(A1:C2,2) 4. =SUM(ROUND(A1:B1,B2:C2)) 5. All of the Above</p>
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20	Where would you normally go to change or add Internet connections under Windows 95/98? Jennifer chose answer: 3 The CORRECT answer is: 1	<ol style="list-style-type: none"> 1. Dial-Up Networking 2. Network Neighborhood 3. Control Panel 4. Taskbar 5. None of the Above,
26	Computer Memory is normally measured in: Jennifer chose answer: 1 The CORRECT answer is: 2	<ol style="list-style-type: none"> 1. Kilobytes 2. Megabytes 3. Gigabytes 4. Terabytes 5. None of the Above
27	Software that the computer uses to start, or "boot" is found where: Jennifer chose answer: 5 The CORRECT answer is: 3	<ol style="list-style-type: none"> 1. The Operating System (OS) 2. File Allocation Table (FAT) 3. Basic In-Out System (BIOS) 4. Dynamic Data Exchange (DDE) 5. Microsoft Windows (WIN)
29	A "High Resolution" computer monitor will have: Jennifer chose answer: 1 The CORRECT answer is: 2	<ol style="list-style-type: none"> 1. High dpi, e.g. .31 dpi 2. Low dpi, e.g. .26 dpi 3. 256 colors 4. Resolution isn't measured in dpi or colors 5. The same resolution as your printer.
30	Which of the following is the correct syntax for a URL? Jennifer chose answer: 1 The CORRECT answer is: 4	<ol style="list-style-type: none"> 1. john@xyz.com 2. c:\windows 3. index.html 4. aol.com 5. All of the Above.
31	What type of network connection is NOT a way of connecting to the Internet? Jennifer chose answer: 3 The CORRECT answer is: 1	<ol style="list-style-type: none"> 1. TCP/IP 2. Dial-up 3. ISDN 4. T1 5. T3

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