



# Results report

## Tosa Word 365 Certification



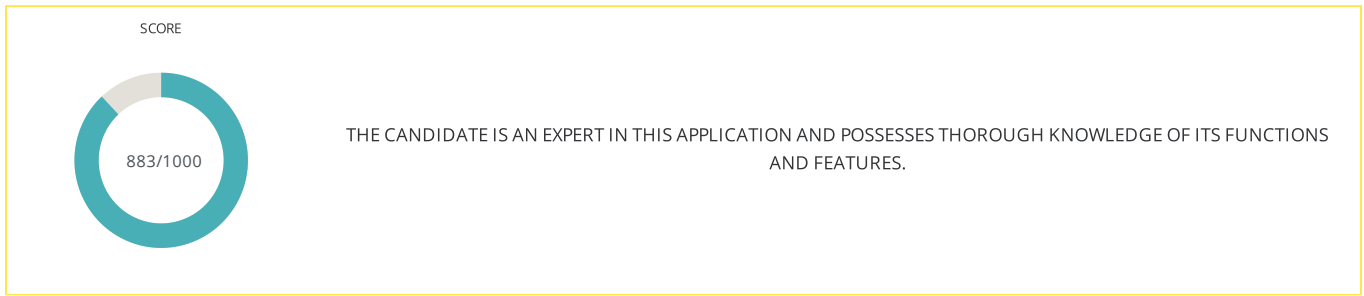
Michael Boston

Score: 883/1000

Test date: September 1, 2022



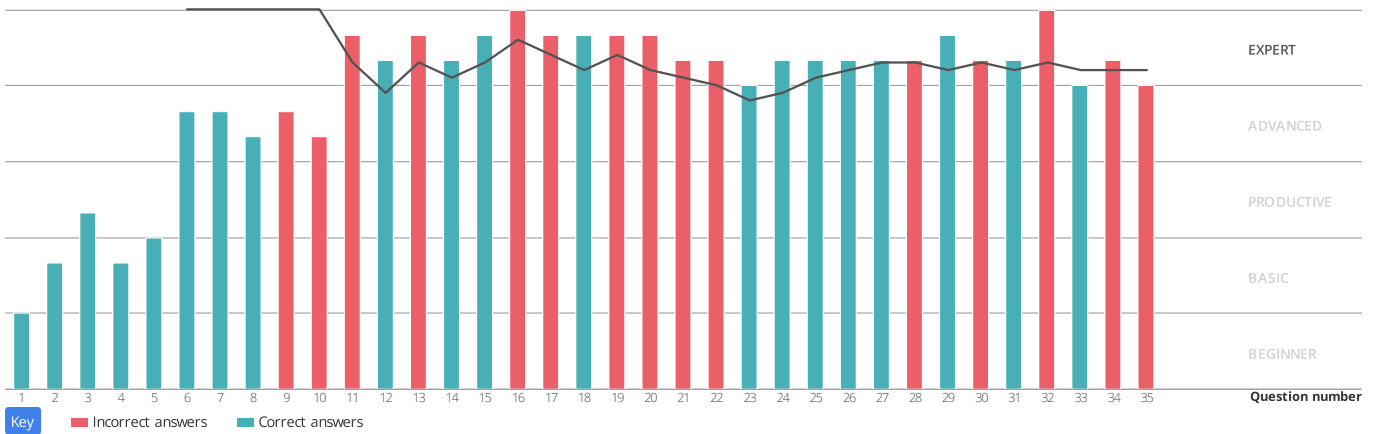
## 1. Result



## 2. Analysis

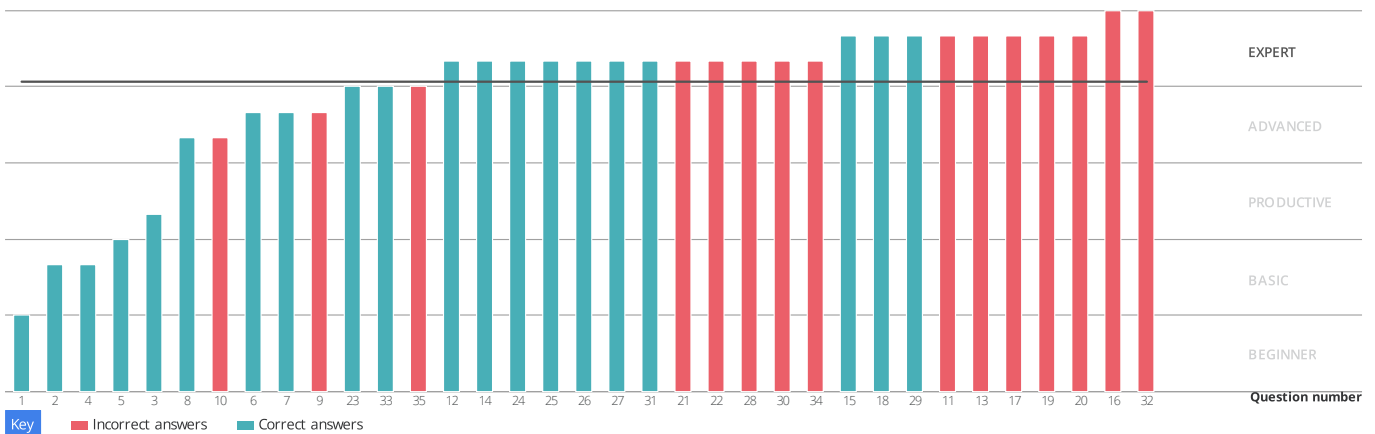
### Progressive estimate of candidate level

This chart shows how the system adapted the difficulty level of the questions to candidate responses as the test progressed. The grey line shows the candidate's estimated skill level before each question.



### Questions ordered by difficulty level

This chart shows the questions the candidate was asked, by level of difficulty.



### 3. Domains

#### Environment and Methods

Domain description:

Questions under this domain cover the most common tabs and their main functionalities: File, Home, Insert, and Page Setup. They also cover the different display modes in Word.

Skills:

Using the main functions of the software:



Knowing and customizing the software environment :



#### Page layout and formatting

Domain description:

Questions within this domain cover basic to advanced formatting of a text or paragraph and applying a theme to a document. This domain also includes tabs, indents, borders and margins, and page and section breaks.

Skills:

Applying formatting options to texts:



Creating, handling and customizing styles within documents:



Using layout tools on paragraphs:



Using layout options:



#### Editing tools

Domain description:

This domain covers bullets and numbering, performing a search, and using spellcheck. Skills on the revision tools, header and footers, footnotes, and mailing tools are also assessed.

Skills:

Using entry aid tools:



Using and handling automation tools in documents:



Inserting and customizing references in documents:



#### Graphic objects and tables

Domain description:

This domain covers skills with objects in Word documents: tables, charts, OLE objects, clipart images, and photos. Candidates will also find questions on the functionalities of editing and moving objects.

Skills:

Inserting and modifying graphic objects:



Handling tables:



Using graphic object tools:

