



English

[LOGOUT](#)

Finished

Thank you for using Online Testing. Please contact your test administrator or proctor now.



Test Information

ACCESS 2003 - STANDARD

eTicket Number: 3977575818996155306
Issued to: penny@1stpod.com

Name: Penny Haynes
ID: penny@1stpod.com
Date: 8/21/2009
Time: 10:54
Time Taken: 32 minute(s)



Performance Overview

SCORE: 94% (33/35)
Percentile ranking: 99

This account's scores:

Number of scores: 56
Average score: 59%

All recorded scores:

Number of scores: 7663
Average score: 57%



Performance Analysis

LEVELS

	Score	Correct	Total
BEGINNER:	91%	10	11
INTERMEDIATE:	100%	13	13
ADVANCED:	91%	10	11

TOPICS

	Score	Correct	Total
FILE MANAGEMENT:	67%	2	3
TABLES:	93%	14	15
QUERIES:	100%	4	4
FORMS:	100%	7	7
REPORTS:	100%	5	5
TOOLS AND AUTOMATION:	100%	1	1

QUESTIONS

Q #	Topic	Name	Status	Time (# secs)	Level
1	FILE MANAGEMENT	Create Database with Wizard	Incorrect	155	BEG
33	FILE MANAGEMENT	Importing Data	Correct	44	BEG
34	FILE MANAGEMENT	Rename Database Object	Correct	22	BEG
21	FORMS	Create New Form with Autoform	Correct	29	INT
22	FORMS	Display Form Toolbox	Correct	18	ADV
23	FORMS	Form Toolbox - Text Box	Correct	147	ADV
24	FORMS	Form Font	Correct	17	ADV
25	FORMS	Properties - Data	Correct	43	ADV
26	FORMS	Form - Data Entry	Correct	11	ADV
27	FORMS	Filter Form	Correct	15	ADV
17	QUERIES	Create Simple Query with Wizard	Correct	65	INT
18	QUERIES	Add Data Table to Query	Correct	35	INT
19	QUERIES	Search Criteria	Correct	110	INT
20	QUERIES	Run Query	Correct	128	INT
28	REPORTS	Report - Margins	Correct	33	INT
29	REPORTS	View Report	Correct	19	BEG
30	REPORTS	Report Calculation	Correct	207	ADV
31	REPORTS	Print Report	Correct	17	BEG
32	REPORTS	Save Report	Correct	19	BEG
2	TABLES	Create New Table Manually	Correct	33	BEG
3	TABLES	Primary Key	Correct	16	ADV
4	TABLES	Data Type - Date	Correct	42	INT
5	TABLES	Date Format	Correct	42	INT
6	TABLES	Input Mask	Correct	24	INT
7	TABLES	Lookup Fields	Incorrect	116	ADV
8	TABLES	Table Datasheet View	Correct	15	BEG
9	TABLES	Table - Data Entry	Correct	42	BEG
10	TABLES	Edit Data	Correct	67	BEG
11	TABLES	Find Data	Correct	59	INT
12	TABLES	Delete Record	Correct	22	BEG
13	TABLES	Sort Data Table	Correct	16	ADV
14	TABLES	Filter Data Table	Correct	118	ADV
15	TABLES	Go to Last Record	Correct	14	INT
16	TABLES	Fonts	Correct	27	INT
35	TOOLS AND AUTOMATION	Repairing Database	Correct	44	INT



Test Information

Data Entry Test - Alphanumeric (F)

eTicket Number: 3977575818996155306
Issued to: penny@1stpod.com

Name: Penny Haynes
ID: penny@1stpod.com
Date: 8/21/2009
Time: 11:29:43
Time Taken: 05:00 minute(s)



Performance Overview

Score: EXCELLENT

Gross Data Entry Speed: 12396 keystrokes/hour (41 words/minute)
Number of Errors: 3
Accuracy Rate: 99%
Adjusted Errors per Hour: 108
Net Data Entry Speed: 12288 keystrokes/hour (40 words/minute)



Test Information

EXCEL 2003 - STANDARD (B)

eTicket Number: 3977575818996155306
Issued to: penny@1stpod.com

Name: Penny Haynes
ID: penny@1stpod.com
Date: 8/21/2009
Time: 11:36
Time Taken: 22 minute(s)



Performance Overview

SCORE: 89% (31/35)
Percentile ranking: 88

This account's scores:

Number of scores: 201
Average score: 69%

All recorded scores:

Number of scores: 14952
Average score: 68%



Performance Analysis

LEVELS

	Score	Correct	Total
BEGINNER:	100%	16	16
INTERMEDIATE:	92%	11	12
ADVANCED:	57%	4	7

TOPICS

	Score	Correct	Total
FILE MANAGEMENT:	100%	3	3
EDITING:	100%	9	9
FORMATTING:	100%	8	8
TOOLS AND AUTOMATION:	100%	3	3
ANALYSIS:	50%	4	8

PRINTING:

100%

4

4

QUESTIONS

Q #	Topic	Name	Status	Time (# secs)	Level
19	ANALYSIS	Absolute Cell Address	Incorrect	105	ADV
20	ANALYSIS	Sort - Multilevel	Correct	28	ADV
21	ANALYSIS	Function - Insert	Incorrect	156	INT
22	ANALYSIS	Function - Statistical (MAX)	Incorrect	97	ADV
23	ANALYSIS	Function - Autosum	Correct	13	INT
26	ANALYSIS	AutoFilter - Select	Incorrect	86	ADV
27	ANALYSIS	Chart - Create	Correct	78	ADV
28	ANALYSIS	Chart - Change Type	Correct	40	ADV
2	EDITING	Cut Cells	Correct	14	BEG
3	EDITING	Paste Cells	Correct	11	BEG
4	EDITING	Undo	Correct	6	BEG
5	EDITING	Enter Number	Correct	13	BEG
6	EDITING	Delete Cells	Correct	18	BEG
7	EDITING	Insert Row	Correct	15	BEG
8	EDITING	Replace Text	Correct	48	INT
17	EDITING	Select Column	Correct	18	BEG
24	EDITING	Spell Check	Correct	10	INT
1	FILE MANAGEMENT	Create New Workbook - Template	Correct	50	INT
9	FILE MANAGEMENT	Save Workbook	Correct	28	BEG
29	FILE MANAGEMENT	Rename Worksheet	Correct	26	INT
10	FORMATTING	Align Cell Contents	Correct	7	BEG
11	FORMATTING	Border Lines	Correct	12	ADV
12	FORMATTING	Number Format - Currency	Correct	42	INT
13	FORMATTING	AutoFit Column	Correct	13	BEG
14	FORMATTING	Hide Column	Correct	19	INT
18	FORMATTING	Font Size	Correct	11	BEG
31	FORMATTING	Margins	Correct	21	BEG
32	FORMATTING	Paper Size	Correct	58	BEG
30	PRINTING	Set Print Area	Correct	18	INT
33	PRINTING	Scale Worksheet	Correct	26	BEG
34	PRINTING	Print Preview	Correct	8	BEG
35	PRINTING	Print Workbook	Correct	24	BEG
15	TOOLS AND AUTOMATION	Zoom	Correct	10	INT
16	TOOLS AND AUTOMATION	Range Name - Create	Correct	42	INT
25	TOOLS AND AUTOMATION	Protect Cells	Correct	35	INT

**Test Information****POWERPOINT 2003 - STANDARD**

eTicket Number: 3977575818996155306
 Issued to: penny@1stpod.com

Name: Penny Haynes
 ID: penny@1stpod.com
 Date: 8/21/2009
 Time: 11:57
 Time Taken: 22 minute(s)



Performance Overview

SCORE: 97% (34/35)

Percentile ranking: 96

This account's scores:

Number of scores: 176

Average score: 78%

All recorded scores:

Number of scores: 55863

Average score: 76%



Performance Analysis

LEVELS

	Score	Correct	Total
BEGINNER:	100%	11	11
INTERMEDIATE:	100%	17	17
ADVANCED:	86%	6	7

TOPICS

	Score	Correct	Total
FILE MANAGEMENT:	67%	2	3
TOOLS AND AUTOMATION:	100%	4	4
FORMATTING:	100%	9	9
TEXT AND GRAPHICS:	100%	16	16
PRINTING:	100%	3	3

QUESTIONS

Q #	Topic	Name	Status	Time (# secs)	Level
1	FILE MANAGEMENT	Create New Presentation - Template	Correct	31	BEG
6	FILE MANAGEMENT	Save Presentation	Correct	25	BEG
34	FILE MANAGEMENT	Package for CD	Incorrect	127	ADV
3	FORMATTING	Insert Blank Slide	Correct	16	INT
4	FORMATTING	Delete Slide	Correct	13	INT
5	FORMATTING	Slide Orientation	Correct	20	BEG
17	FORMATTING	Modify Slide Layout	Correct	40	INT
27	FORMATTING	Template - Apply	Correct	50	INT
28	FORMATTING	Re-Order Slides	Correct	17	INT
29	FORMATTING	Transition	Correct	52	ADV
30	FORMATTING	Animation	Correct	88	ADV
31	FORMATTING	Timed Slide Show	Correct	16	BEG
32	PRINTING	Handout Orientation	Correct	28	INT
33	PRINTING	Print Handouts	Correct	41	BEG
35	PRINTING	Print Slides	Correct	33	BEG
7	TEXT AND GRAPHICS	Cut Object	Correct	12	BEG
8	TEXT AND GRAPHICS	Paste	Correct	8	BEG
9	TEXT AND GRAPHICS	Replace Text	Correct	33	INT
10	TEXT AND GRAPHICS	Borders	Correct	86	ADV
11	TEXT AND GRAPHICS	Clip Art - Insert	Correct	141	INT
12	TEXT AND GRAPHICS	Font	Correct	11	INT

13	TEXT AND GRAPHICS	Color Text	Correct	16	INT
14	TEXT AND GRAPHICS	Bullets	Correct	43	INT
15	TEXT AND GRAPHICS	Center Alignment	Correct	6	BEG
16	TEXT AND GRAPHICS	Lines - Arrow	Correct	44	ADV
19	TEXT AND GRAPHICS	Chart - Insert	Correct	9	INT
20	TEXT AND GRAPHICS	Chart - Change Type	Correct	23	ADV
21	TEXT AND GRAPHICS	Movie - Insert	Correct	26	ADV
22	TEXT AND GRAPHICS	Group Objects	Correct	12	INT
25	TEXT AND GRAPHICS	Modify Table	Correct	35	INT
26	TEXT AND GRAPHICS	Spellcheck	Correct	11	INT
2	TOOLS AND AUTOMATION	Help - Contents	Correct	37	BEG
18	TOOLS AND AUTOMATION	Slide Master View	Correct	26	INT
23	TOOLS AND AUTOMATION	Outline View	Correct	65	BEG
24	TOOLS AND AUTOMATION	Zoom	Correct	9	INT



Test Information

WORD 2003 - STANDARD

eTicket Number: 3977575818996155306
Issued to: penny@1stpod.com

Name: Penny Haynes
ID: penny@1stpod.com
Date: 8/21/2009
Time: 12:19
Time Taken: 19 minute(s)



Performance Overview

SCORE: 97% (34/35)
Percentile ranking: 96

This account's scores:

Number of scores: 478
Average score: 72%

All recorded scores:

Number of scores: 244267
Average score: 69%



Performance Analysis

LEVELS

	Score	Correct	Total
BEGINNER:	100%	14	14
INTERMEDIATE:	100%	11	11
ADVANCED:	90%	9	10

TOPICS

	Score	Correct	Total
FILE MANAGEMENT:	83%	5	6
TOOLS AND AUTOMATION:	100%	2	2
EDITING:	100%	7	7
FORMATTING:	100%	12	12
TABLES AND GRAPHICS:	100%	3	3
PRINTING:	100%	5	5

QUESTIONS

Q #	Topic	Name	Status	Time (# secs)	Level
6	EDITING	Copy Text	Correct	63	BEG
7	EDITING	Paste Text	Correct	7	BEG
8	EDITING	Undo	Correct	6	BEG
9	EDITING	Find Text	Correct	10	INT
10	EDITING	Go To	Correct	67	INT
14	EDITING	Symbols	Correct	23	ADV
29	EDITING	Spellcheck	Correct	17	INT
1	FILE MANAGEMENT	Create New Document - Template	Correct	33	BEG
2	FILE MANAGEMENT	Open Document	Correct	13	BEG
3	FILE MANAGEMENT	Save Document	Correct	17	BEG
4	FILE MANAGEMENT	Save As - Location	Correct	21	INT
25	FILE MANAGEMENT	Track Changes	Correct	14	ADV
26	FILE MANAGEMENT	Protection	Incorrect	120	ADV
12	FORMATTING	Line Spacing	Correct	20	INT
13	FORMATTING	Text - Format	Correct	29	BEG
15	FORMATTING	Tabs - Set	Correct	55	BEG
16	FORMATTING	Page Break	Correct	23	INT
17	FORMATTING	Bullets - Change Type	Correct	16	INT
18	FORMATTING	Apply a Theme	Correct	29	ADV
19	FORMATTING	Columns	Correct	49	ADV
20	FORMATTING	Page Numbers	Correct	25	INT
22	FORMATTING	Style - Create	Correct	83	ADV
30	FORMATTING	Margins	Correct	22	BEG
31	FORMATTING	Paper Size	Correct	32	BEG
32	FORMATTING	Orientation	Correct	14	BEG
27	PRINTING	Merge - Create Form	Correct	22	ADV
28	PRINTING	Merge - Edit Data	Correct	43	ADV
33	PRINTING	Print Preview	Correct	9	BEG
34	PRINTING	Print in Reverse	Correct	46	ADV
35	PRINTING	Print Document	Correct	16	BEG
21	TABLES AND GRAPHICS	Picture - Insert	Correct	20	INT
23	TABLES AND GRAPHICS	Table - Insert	Correct	31	INT
24	TABLES AND GRAPHICS	Table - Borders	Correct	46	ADV
5	TOOLS AND AUTOMATION	Help - Display Document	Correct	46	BEG
11	TOOLS AND AUTOMATION	Zoom	Correct	8	INT

[First Advantage Assessments](#)

Powered by
SkillCheck
