

**Score Report****Thank you for taking this test.****For interpretation of your test score, please contact your Test Administrator.****Test Results for:****Email:****Personal ID Number:****Company Name:****Company ID:****Test Administrator/Recruiter's Email:****Test Name:** Typing - General [3 Minutes Onscreen]**Test Date:** 3/17/2005**Elapsed Time:** 00:03:00**Raw words per minute:** 50**Average mistakes per minute:** 2**Adjusted words per minute:** 48**Test Taker Typed :**

Mortgage banking is one of the most complex and quantitative customer financial businesses. It demands a very high level of discipline and analytical rigor that is often not a requirement in other businesses. The margin of error is fairly thin. Ofcourse, that also makes it very challenging and stimulating. In oder to achieve proficiency in residential mortgage loan origination and loan processing, industry leaders champion the need to standardize certain documentation and the packaging of loans files. This is particularly relevant to the mortgage

**Original Passage :**

Mortgage banking is one of the most complex and quantitative customer financial businesses. It demands a very high level of discipline and analytical rigor that is often not a requirement in other businesses. The margin of error is fairly thin. Of course, that also makes it very challenging and stimulating. In order to achieve proficiency in residential mortgage loan origination and loan processing, industry leaders champion the need to standardize certain documentation and the packaging of loan files. This is particularly relevant to the mortgage loan

### **Test Description**

The Typing Speed test measures the speed and accuracy of a user's typing. The test presents the user with a passage which he/she must type as accurately and quickly as he/she can. This test should be given to anyone whose typing speed needs to be measured.

A score of 0 on the Raw Words per Minute, Mistakes, and Adjusted Words per Minute indicates that the test taker did not follow the passage closely enough for an accurate score to be determined.

- Test takers, please contact your test administrator or recruiter for scoring guidelines.
- Administrators, please refer to the Scoring Guidelines page within the Resources section of your Administration Center for scoring guidelines.

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## Score Report

Thank you for taking this test.

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**Test Results for:**

**Email:**

**Personal ID Number:**

**Company Name:**

**Company ID:**

**Test Administrator/Recruiter's Email:**

**Test Name:** Microsoft Excel 2000 - Whole Test

**Test Date:** 3/17/2005

**Elapsed Time:** 00:34:04

**Questions Correct:** 52 out of 55

**Percent Correct:** 95%

**Percentile Ranking:** 90

**Global Average:** 63%

### Detail Score Report

Q#	Status	Topic	Type	Level	Time
1	Correct	Open a Book	Application Basics	Basic	00:00:06
2	Correct	Changing the Active Cell	Formatting Cells	Basic	00:00:04
3	Correct	Entering Labels	Formatting Cells	Basic	00:00:08
4	Correct	Font Style	Application Basics	Basic	00:00:08
5	Correct	Changing Font Style	Application Basics	Basic	00:00:06
6	Correct	Editing Cells	Application Basics	Basic	00:00:17
7	Correct	Selecting a Range of Cells	Formatting Cells	Basic	00:00:03
8	Correct	Center Across Columns	Formatting Worksheets	Intermediate	00:00:08
9	Correct	Selecting Columns	Formatting Worksheets	Basic	00:00:13
10	Correct	Inserting Rows	Formatting Worksheets	Intermediate	00:00:04
11	Correct	Functions	Using Functions and Formulas	Intermediate	00:00:11
12	Correct	Using Formulas	Using Functions and Formulas	Intermediate	00:00:17
13	Correct	Cutting Text	Application Basics	Basic	00:00:04
14	Correct	Pasting	Application Basics	Basic	00:00:13
15	Correct	Numbering Formatting	Formatting Cells	Basic	00:00:04
16	Correct	Undo	Application Basics	Basic	00:00:02
17	Correct	Clearing	Application Basics	Basic	00:00:06
18	Correct	Using Borders	Formatting Worksheets	Intermediate	00:00:11

19	Correct	Naming Cells	Formatting Cells	Advanced	00:00:14
20	Correct	Renaming a Worksheet	Using Multiple Worksheets	Intermediate	00:00:12
21	Correct	Paste Contents on Worksheets	Using Multiple Worksheets	Advanced	00:00:12
22	Correct	Using Landscape	Formatting Worksheets	Intermediate	00:00:05
23	Correct	Create Chart on Another Worksheet	Creating Charts	Intermediate	00:00:45
24	Correct	Changing the Chart Type	Creating Charts	Intermediate	00:02:31
25	Correct	Removing the Legend	Creating Charts	Intermediate	00:00:03
26	Correct	Web Page Preview	Application Basics	Advanced	00:00:04
27	Correct	Printing	Application Basics	Basic	00:00:08
28	Correct	Saving	Application Basics	Basic	00:00:05
29	Correct	Changing Column Width	Formatting Worksheets	Intermediate	00:00:23
30	Correct	Exiting	Application Basics	Basic	00:00:03
31	Correct	Select u-Contiguous Cells	Formatting Cell Ranges	Intermediate	00:00:09
32	Correct	Set Print Titles	Formatting Cell Ranges	Intermediate	00:01:32
33	Correct	Center on a Page	Formatting Spreadsheets	Intermediate	00:00:59
34	Correct	Insert Worksheet	Productivity Tools	Intermediate	00:00:05
35	Correct	Move Sheet	Productivity Tools	Intermediate	00:00:26
36	Correct	Play a Macro	Productivity Tools	Intermediate	00:00:06
37	Correct	Paste Link	Productivity Tools	Intermediate	00:00:24
38	Correct	Use AutoFilter	Using Excel as a Database	Intermediate	00:00:12
39	Correct	Merge Cells	Formatting Cell Ranges	Intermediate	00:00:09
40	Correct	Protect Cells	Productivity Tools	Intermediate	00:00:13
41	Correct	Hide Column	Formatting Spreadsheets	Intermediate	00:00:05
42	Correct	Send to a Mail Recipient	Working with Files	Intermediate	00:00:20
43	Correct	Merge Workbook	Working with Files	Basic	00:00:08
44	Correct	Use Absolute Cell References	Spreadsheet Functions	Advanced	00:01:41
45	Correct	Use a Named Range in a Formula	Spreadsheet Functions	Intermediate	00:03:01
46	Correct	IF	Spreadsheet Functions	Intermediate	00:01:26
47	Correct	Apply Conditional Formatting	Spreadsheet Functions	Advanced	00:08:21
48	Incorrect	Import Data from Text Files	Working with Files	Advanced	00:00:24
49	Correct	Share Workbook	Working with Files	Advanced	00:00:17
50	Correct	Accept/Reject Changes	Working with Files	Advanced	00:00:18
51	Correct	Use Goal Seek	Productivity Tools	Advanced	00:01:21
52	Correct	Use Scenario	Productivity Tools	Advanced	00:02:52
53	Incorrect	Consolidate Cells	Productivity Tools	Advanced	00:00:14
54	Incorrect	Use Pivot Tables	Spreadsheet Functions	Advanced	00:01:35
55	Correct	Data Forms	Productivity Tools	Intermediate	00:00:36

**Question Level Statistics**

	Number of Questions	Number Correct	Total Percentage
Basic	17	17	100%
Intermediate	26	26	100%
Advanced	12	9	75%

<b>Total</b>	55	52	95%
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### Question Type Statistics

	Number of Questions	Number Correct	Total Percentage
Application Basics	12	12	100%
Creating Charts	3	3	100%
Formatting Cell Ranges	3	3	100%
Formatting Cells	5	5	100%
Formatting Spreadsheets	2	2	100%
Formatting Worksheets	6	6	100%
Productivity Tools	9	8	89%
Spreadsheet Functions	5	4	80%
Using Excel as a Database	1	1	100%
Using Functions and Formulas	2	2	100%
Using Multiple Worksheets	2	2	100%
Working with Files	5	4	80%
<b>Total</b>	<b>55</b>	<b>52</b>	<b>95%</b>

### Test Description

Microsoft Excel 2000 is a popular spreadsheet application. It is included in the Microsoft Office Suite, which also includes Word and PowerPoint.

The Microsoft Excel 2000 Whole test consists of both the Normal User and Power User tests, and tests the user's ability to perform both normal and power user functions.

The Microsoft Excel 2000 Normal User test is designed to test clerical level users of Excel who need to edit, develop and create Excel Workbooks. The test assesses the user's ability to create and develop a basic Excel workbook including formatting cells, using formulas and changing the overall appearance of the spreadsheet. It includes basic, intermediate and advanced questions and checks for mastery of the most commonly used commands.

The Microsoft Excel 2000 Power User test is designed to test very experienced users of Excel. It assesses the user's ability to use more complex formatting features and advanced functions (including Goal Seek and Scenario Manager) and includes intermediate and advanced level questions.

Test for Microsoft Excel 2000 - Normal User and Microsoft Excel 2000 - Power User are also available.

- Test takers, please contact your test administrator or recruiter for scoring guidelines.
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## Score Report

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### Test Results for:

**Email:**

**Personal ID Number:**

**Company Name:**

**Company ID:**

**Test Administrator/Recruiter's Email:**

**Test Name:** Microsoft PowerPoint 2002 - Whole Test

**Test Date:** 3/16/2005

**Elapsed Time:** 01:22:03

**Questions Correct:** 50 out of 55

**Percent Correct:** 91%

**Percentile Ranking:** 90

**Global Average:** 68%

### Detail Score Report

Q#	Status	Topic	Type	Level	Time
1	Correct	New Presentation	Application Basics	Basic	00:00:04
2	Correct	Add Text to a Slide	Application Basics	Basic	00:00:12
3	Correct	Inserting Slides	Inserting	Basic	00:00:15
4	Correct	Demoting Points	Formatting Slides	Intermediate	00:00:02
5	Correct	Applying a New Presentation Design	Formatting Presentations	Advanced	00:00:15
6	Correct	Inserting Pictures	Inserting	Intermediate	00:02:57
7	Incorrect	Editing text	Application Basics	Basic	00:00:14
8	Correct	Slide Navigation	Application Basics	Basic	00:00:03
9	Correct	Bold	Formatting Slides	Basic	00:00:03
10	Correct	Slide Master	Formatting Presentations	Advanced	00:01:05
11	Correct	Changing Views	Application Basics	Basic	00:00:44
12	Correct	Rearranging Slides	Application Basics	Basic	00:00:05
13	Correct	Adding Transitions	Formatting Presentations	Advanced	00:00:34
14	Correct	Adding Animations	Formatting Presentations	Advanced	00:01:53
15	Correct	Set Automatic Slide Timings	Formatting Presentations	Advanced	00:00:26
16	Correct	Moving Objects	Application Basics	Basic	00:00:22
17	Correct	Group objects	Formatting Slides	Basic	00:00:11
18	Correct	Inserting Organizational Charts	Inserting	Intermediate	00:00:25
19	Correct	Adding a Subordinate	Inserting	Intermediate	00:00:16

20	Correct	Insert Note	Inserting	Basic	00:03:16
21	Correct	Hide Slide	Formatting Presentations	Basic	00:00:10
22	Correct	Insert Chart	Inserting	Basic	00:00:29
23	Correct	Animate Chart	Formatting Slides	Advanced	00:00:13
24	Correct	Deleting Slides	Application Basics	Basic	00:00:03
25	Correct	Drawing Objects	Inserting	Intermediate	00:00:17
26	Correct	Changing Border Color	Formatting Slides	Intermediate	00:00:48
27	Incorrect	Inserting Page Numbers	Formatting Presentations	Intermediate	00:00:15
28	Correct	Save As	Application Basics	Basic	00:07:49
29	Correct	Run Slide Show	Application Basics	Basic	00:00:15
30	Correct	Print Outline View	Application Basics	Basic	00:02:01
31	Correct	Setting Properties	Slide Format	Basic	00:00:48
32	Correct	Change Slide Color Schemes	Slide Format	Basic	00:02:02
33	Correct	Change Background	Slide Format	Intermediate	00:01:47
34	Correct	Change Slide Layout	Slide Format	Basic	00:00:27
35	Incorrect	Style Checker	Slide Format	Advanced	00:05:13
36	Correct	Inserting WordArt	Graphics	Basic	00:00:21
37	Correct	Modifying WordArt	Graphics	Basic	00:01:05
38	Correct	Modifying WordArt	Graphics	Basic	00:00:09
39	Incorrect	Create AutoShape	Graphics	Basic	00:00:56
40	Correct	Modify AutoShape	Graphics	Advanced	00:02:25
41	Correct	Modify AutoShape	Graphics	Intermediate	00:00:16
42	Correct	Change Chart Type	Graphics	Basic	00:00:11
43	Correct	Chart Options	Graphics	Basic	00:01:08
44	Correct	Insert Movie Clip	Multimedia	Basic	00:00:11
45	Correct	Insert Media Clip	Multimedia	Basic	00:00:22
46	Correct	Insert Sound Clip	Multimedia	Intermediate	00:00:18
47	Correct	Apply Animation Scheme	Slide Show	Basic	00:00:22
48	Correct	Apply Custom Animation	Slide Show	Basic	00:00:21
49	Correct	Continuous Play	Slide Show	Basic	00:00:39
50	Correct	Slides from Presentations	Import / Export	Basic	00:00:29
51	Correct	Insert Excel Worksheet	Import / Export	Basic	00:00:51
52	Correct	Edit Worksheet	Import / Export	Intermediate	00:00:34
53	Correct	Save as Web Page	Import / Export	Advanced	00:00:12
54	Incorrect	Save as PowerPoint Show	Import / Export	Advanced	00:00:12
55	Correct	Print Handouts	Import / Export	Intermediate	00:35:02

### Question Level Statistics

	Number of Questions	Number Correct	Total Percentage
Basic	33	31	94%
Intermediate	12	11	92%
Advanced	10	8	80%
<b>Total</b>	<b>55</b>	<b>50</b>	<b>91%</b>

### Question Type Statistics

	Number of Questions	Number Correct	Total Percentage
Application Basics	11	10	91%
Formatting Presentations	7	6	86%

Formatting Slides	5	5	100%
Graphics	8	7	88%
Import / Export	6	5	83%
Inserting	7	7	100%
Multimedia	3	3	100%
Slide Format	5	4	80%
Slide Show	3	3	100%
<b>Total</b>	<b>55</b>	<b>50</b>	<b>91%</b>

### Test Description

Microsoft PowerPoint 2002 (also known as version 10.0 or XP) is a presentation designer used to create overhead slides and computer-based presentations. This program is included in Microsoft Office XP, which also includes Word and Excel. This test is designed for clerical level users of PowerPoint. It assesses the user's ability to perform common functions such as creating and formatting a presentation, as well as more advanced functions including Organization Charts and features that enhance slide shows.

Tests for Microsoft Word 2002, Microsoft Excel 2002 and Microsoft Access 2002 are also available.

- Test takers, please contact your test administrator or recruiter for scoring guidelines.
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## Score Report

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**Email:**

**Personal ID Number:**

**Company Name:**

**Company ID:**

**Test Administrator/Recruiter's Email:**

**Test Name:** Microsoft Word 2000 - Whole Test

**Test Date:** 3/16/2005

**Elapsed Time:** 00:34:28

**Questions Correct:** 50 out of 55

**Percent Correct:** 91%

**Percentile Ranking:** 90

**Global Average:** 61%

### Detail Score Report

Q#	Status	Topic	Type	Level	Time
1	Correct	Opening a Document	Application Basics	Basic	00:00:07
2	Incorrect	Typing in a Document	Application Basics	Basic	00:00:12
3	Correct	Save As	Application Basics	Basic	00:00:08
4	Correct	Selecting Text	Formatting Text	Basic	00:00:06
5	Correct	Changing Font Style	Formatting Text	Basic	00:00:06
6	Correct	Changing Font Size	Formatting Text	Basic	00:00:04
7	Correct	Centering	Formatting Text	Basic	00:00:03
8	Correct	Underlining	Formatting Text	Basic	00:00:05
9	Correct	Inserting the Date	Productivity Tools	Intermediate	00:00:09
10	Correct	Cutting Text	Application Basics	Basic	00:00:03
11	Correct	Pasting Text	Application Basics	Basic	00:00:03
12	Correct	Spell Check	Application Basics	Basic	00:00:07
13	Correct	Replacing Text	Productivity Tools	Intermediate	00:00:20
14	Correct	Margins	Formatting a Document	Intermediate	00:00:22
15	Correct	Page Numbering	Formatting a Document	Intermediate	00:00:40
16	Correct	Macros	Productivity Tools	Intermediate	00:00:08
17	Correct	Use Web Page Preview	Formatting a Document	Intermediate	00:01:00
18	Correct	Printing	Application Basics	Basic	00:00:03
19	Correct	Closing Documents	Application Basics	Basic	00:00:04
20	Correct	New Document	Application Basics	Basic	00:00:05

Create Merge

21	Correct	Mailing Labels	Mail Merge	Advanced	00:00:47
22	Correct	Adding Fields to a Merge	Mail Merge	Advanced	00:01:35
23	Correct	Merging	Mail Merge	Advanced	00:00:41
24	Correct	Switching Between Documents	Productivity Tools	Intermediate	00:00:05
25	Correct	Columns	Formatting a Document	Intermediate	00:00:08
26	Correct	Inserting Tables	Using Tables	Intermediate	00:00:16
27	Correct	Formatting Tables	Using Tables	Intermediate	00:00:54
28	Correct	Using Email	Productivity Tools	Advanced	00:00:17
29	Correct	Go To	Productivity Tools	Advanced	00:00:15
30	Correct	Exit Word	Application Basics	Basic	00:00:03
31	Correct	Set File Default Locations	Productivity Tools	Intermediate	00:01:44
32	Incorrect	Customize the Toolbar	Productivity Tools	Advanced	00:01:11
33	Correct	Create a Form Field	Productivity Tools	Advanced	00:00:47
34	Correct	Paste as a Hyperlink	Productivity Tools	Advanced	00:00:18
35	Correct	Draw a Line	Drawing Tools	Intermediate	00:00:12
36	Correct	Edit Objects	Drawing Tools	Intermediate	00:00:10
37	Correct	Group Objects	Drawing Tools	Advanced	00:00:07
38	Correct	Convert Text to Tables	Using Tables	Intermediate	00:00:09
39	Correct	Use Formulas in Tables	Using Tables	Advanced	00:00:07
40	Correct	Create Table Headings	Using Tables	Advanced	00:02:48
41	Correct	Use Master Documents	Workgroup Tools	Advanced	00:03:13
42	Correct	Create New AutoText Entry	Productivity Tools	Intermediate	00:00:18
43	Correct	Internet Address	Formatting a Document	Advanced	00:01:20
44	Incorrect	Create an AutoCorrect Entry	Productivity Tools	Intermediate	00:00:29
45	Correct	Replace Non-Printing Chars	Productivity Tools	Intermediate	00:05:02
46	Correct	Spacing After Paragraphs	Formatting a Document	Intermediate	00:02:18
47	Incorrect	Mark Index Entry	Reference Tools	Intermediate	00:01:00
48	Incorrect	Insert Cross-reference	Reference Tools	Advanced	00:00:29
49	Correct	Insert Bookmark	Reference Tools	Intermediate	00:00:24
50	Correct	Create Styles	Productivity Tools	Intermediate	00:00:26
51	Correct	Create Macros	Productivity Tools	Intermediate	00:00:29
52	Correct	Insert Section Break	Formatting a Document	Intermediate	00:00:26
53	Correct	Insert Table of Contents	Reference Tools	Intermediate	00:00:50
54	Correct	Highlight Changes	Workgroup Tools	Advanced	00:01:02
55	Correct	Route Document	Workgroup Tools	Advanced	00:00:13

### Question Level Statistics

	Number of Questions	Number Correct	Total Percentage
Basic	15	14	93%
Intermediate	24	22	92%
Advanced	16	14	88%
<b>Total</b>	<b>55</b>	<b>50</b>	<b>91%</b>

**Question Type Statistics**

	<b>Number of Questions</b>	<b>Number Correct</b>	<b>Total Percentage</b>
Application Basics	10	9	90%
Drawing Tools	3	3	100%
Formatting a Document	7	7	100%
Formatting Text	5	5	100%
Mail Merge	3	3	100%
Productivity Tools	15	13	87%
Reference Tools	4	2	50%
Using Tables	5	5	100%
Workgroup Tools	3	3	100%
<b>Total</b>	<b>55</b>	<b>50</b>	<b>91%</b>

**Test Description**

Microsoft Word is one of the most popular word processing applications. It is included in the Microsoft Office Suite, which also includes Excel and PowerPoint.

The Word 2000 Whole test consists of both the Normal User and Power User tests combined.

The Microsoft Word 2000 Normal User test is designed to test entry-level users of Word who edit, develop and create Word Documents. The test assesses the user's ability to create and develop a basic word processing document and a mail merge. This test includes basic, intermediate and advanced level questions and tests mastery of the most commonly used commands.

The Microsoft Word 2000 Power User test is designed to test very experienced users who need to create complicated Word documents such as brochures or long reports. This test assesses the user's ability to use more complex formatting features and advanced functions (including Index, Table of Contents, Tables and Columns) and includes intermediate and advanced level questions.

Tests for Microsoft Word 2000 - Power Users and Microsoft Word 2000 - Normal Users are also available.

- Test takers, please contact your test administrator or recruiter for scoring guidelines.
- Administrators, please refer to the Scoring Guidelines page within the Resources section of your Administration Center for scoring guidelines.

**Please click here to close this window.**