



Microsoft PowerPoint 2016 - Whole Test

Test Results for: anonymous anonymous

Test Date: 12/14/2017

Elapsed Time: 00:35:05

Questions Correct: 22 out of 55

Percent Correct: 40%

Detail Score Report

Q#	Status	Topic	Type	Level	Time
1	Incorrect	Inserting Slides	Formatting and Editing	Basic	00:00:02
2	Incorrect	Add Text to a Slide	General Commands and Properties	Basic	00:00:01
3	Incorrect	Increase the List Level	Formatting and Editing	Basic	00:00:02
4	Incorrect	Applying a Theme	Theme and View Options	Intermediate	00:00:01
5	Incorrect	Centering Text	Formatting and Editing	Basic	00:00:01
6	Incorrect	Character Spacing	Formatting and Editing	Intermediate	00:00:01
7	Incorrect	Editing Text	General Commands and Properties	Basic	00:00:00
8	Incorrect	Slide Navigation	Theme and View Options	Basic	00:00:00
9	Incorrect	Changing Views	Theme and View Options	Basic	00:00:01
10	Incorrect	Rearranging Slides	Theme and View Options	Basic	00:00:01
11	Incorrect	Changing Slide Layout	Formatting and Editing	Intermediate	00:00:01
12	Incorrect	Inserting a Picture	Insert Tools	Intermediate	00:00:01
13	Incorrect	Changing Picture Styles	Insert Tools	Advanced	00:00:01
14	Incorrect	Changing Theme Colors	Theme and View Options	Intermediate	00:00:02
15	Incorrect	Hiding Slides	Animation and Slide Show Tools	Basic	00:00:00
16	Incorrect	Adding Transitions	Animation and Slide Show Tools	Intermediate	00:00:01
17	Incorrect	Customizing Animation	Animation and Slide Show Tools	Advanced	00:00:01
18	Incorrect	Customizing Slide Numbers	Insert Tools	Intermediate	00:00:00
19	Incorrect	Set Automatic Slide Timings	Animation and Slide Show Tools	Advanced	00:00:01
20	Incorrect	Changing Chart Style	Chart Tools	Intermediate	00:00:01
21	Incorrect	Legend	Chart Tools	Intermediate	00:00:01
22	Incorrect	Custom Animation	Chart Tools	Advanced	00:00:01
23	Incorrect	Formatting Font	Formatting and Editing	Intermediate	00:00:01
24	Incorrect	Inserting a Table	Insert Tools	Basic	00:00:01
25	Incorrect	Moving Objects	General Commands and Properties	Basic	00:00:05
26	Incorrect	Deleting Slides	Formatting and Editing	Basic	00:00:01
27	Incorrect	Inserting a Note	General Commands and Properties	Basic	00:00:01
28	Incorrect	Save As	General Commands and Properties	Basic	00:00:01
29	Correct	Print Outline View	General Commands and Properties	Basic	00:01:13
30	Correct	Run Slide Show	Animation and Slide Show Tools	Basic	00:00:12
31	Correct	Fit to Window	Theme and View Options	Basic	00:00:13
32	Correct	Vertically Align Text	Formatting and Editing	Basic	00:00:28
33	Correct	Rotate Shape	Formatting and Editing	Basic	00:00:10
34	Correct	Changing SmartArt Styles	Theme and View Options	Basic	00:00:23
35	Incorrect	Change SmartArt Colors	Theme and View Options	Basic	00:00:18
36	Correct	Ungroup Objects	Theme and View Options	Basic	00:00:15
37	Correct	Order Object	Formatting and Editing	Basic	00:00:07
38	Correct	Change Shape Gradient Fill	Formatting and Editing	Advanced	00:07:02
39	Incorrect	Customizing Object Animation	Animation and Slide Show Tools	Intermediate	00:00:40
40	Correct	Editing Object Animation	Animation and Slide Show Tools	Intermediate	00:00:45
41	Correct	Select Multiple Objects	General Commands and Properties	Basic	00:00:10
42	Correct	Edit Multiple Object Animation	Formatting and Editing	Advanced	00:00:17
43	Correct	Add Footer	Insert Tools	Basic	00:02:04
44	Correct	Slide Master	Theme and View Options	Intermediate	00:02:30
45	Correct	Insert WordArt	Insert Tools	Basic	00:02:15
46	Incorrect	WordArt Text Effects	Insert Tools	Intermediate	00:01:53
47	Correct	Paste Shape	Formatting and Editing	Basic	00:00:24
48	Incorrect	Insert SmartArt Organization Chart	Insert Tools	Advanced	00:01:40
49	Correct	Insert Shape	Insert Tools	Intermediate	00:01:13
50	Correct	Insert Action	Insert Tools	Advanced	00:03:59



51	Incorrect	Edit Data	Chart Tools	Advanced	00:00:22
52	Correct	Add Minor Gridlines	Chart Tools	Advanced	00:00:34
53	Correct	Edit Handout Master	Theme and View Options	Intermediate	00:00:22
54	Correct	Print Notes Pages	General Commands and Properties	Intermediate	00:00:53
55	Correct	Use Presenter View	Animation and Slide Show Tools	Advanced	00:01:46

Question Level Statistics

Level	Number of Questions	Number Correct	Total Percentage
Basic	27	12	44%
Intermediate	17	5	29%
Advanced	11	5	45%
Total	55	22	40%

Question Type Statistics

Type	Number of Questions	Number Correct	Total Percentage
Formatting and Editing	13	6	46%
General Commands and Properties	8	3	38%
Theme and View Options	11	5	45%
Insert Tools	10	4	40%
Animation and Slide Show Tools	8	3	38%
Chart Tools	5	1	20%
Total	55	22	40%

Test Description

Microsoft PowerPoint 2016 is a presentation designer used to create overhead slides and computer-based presentations. This program is included in Microsoft Office 2016, which also includes Word and Excel. The Whole Test combines both the Normal and Power User tests. Microsoft PowerPoint 2016 - Normal User test assesses the user's ability to perform common functions such as creating and formatting a presentation. This Microsoft PowerPoint 2016 - Power User test is designed to assess candidates who will be required to use some of the more advanced features of the program on a daily basis. Graphics, Multimedia, Importing and Exporting, and Animation are among some of the topics addressed in this examination.