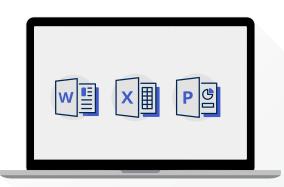# Criteria

Microsoft Office Skills Tests

Word, Excel, and PowerPoint

✓ Measures level of proficiency in Microsoft Excel, Word, and PowerPoint

Microsoft Word, Excel, and PowerPoint are widely used in a variety of roles in the workplace. By assessing a candidate's ability to proficiently use Excel, Word, and PowerPoint, employers gain a full picture of a candidate's skills and can identify the top candidates who are competent at performing common tasks in these applications. This reduces the need for training and enhances productivity.

These assessments can be administered separately or together depending on the job requirements for any given position.

Word 365

Find top candidates proficient in Word using a quick and adaptive skills assessment that measures a candidate's proficiency with a wide range of functionalities in Microsoft Word. The Word test assesses an individual's ability to successfully complete basic through to advanced level tasks within Word.

Skills covered include:

- Formatting content and styles
- Headers and footers
- Table of contents
- Mail merge
- Macros, VBA, and more

Time: 5 minutes

Format: 12 multiple choice questions

Excel 365

Identify the best candidates who are proficient in Microsoft Excel using a fast, adaptive, and interactive skills assessment. The Excel test measures an individual's ability to successfully complete basic through to advanced level tasks within Excel.

Skills covered include:

- Cell formatting
- Excel formulas
- PivotTables
- Macros, VBA and more

Format: Two versions available:

- Excel 365 Interactive includes 3 interactive simulations and 12 multiple choice questions, and takes approximately 7 minutes to complete.
- Excel 365 includes 12 multiple choice questions and takes approximately 5 minutes to complete.

PowerPoint 365

Identify candidates proficient in Microsoft PowerPoint using a quick and adaptive skills assessment that measures their proficiency with a wide range of functionalities in Microsoft PowerPoint. The PowerPoint test assesses an individual's ability to successfully complete basic through to advanced level tasks within PowerPoint.

Skills covered include:

- Working with images
- Formatting text and objects
- Creating and using templates
- Slide transitions
- Working with media and more

Time: 5 minutes

Format: 12 multiple choice questions

Excel, Word, and PowerPoint skills tests are also available for versions 2013 and 2016.

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