MS WORD AND EXCEL TEST

The test is a computer based simulation to assess your skills in the preparation and/or processing of MS Word and Excel documents. It is a mix of practical and theoretical questions with multiple choice format (MCQ).

Please see below some examples:

MS WORD

San Francisco is the financial, cultural, and transportation center of the San Francisco Bay area, a region of 7.15 million people which includes San Jose and Oakland. The only consolidated city-county in California, it encompasses a land area of about 121 km² on the northern end of the San Francisco peninsula, giving it a density of about 6,032 people per km². It is the most densely settled large city (population greater than 200,000) in the state of California and the second-most densely populated large city in the United States after New York City. Today, San Francisco is one of the top tourist destinations in the world, worldwide, and is renowned for its eclectic mix of architecture, the home to more than 30 international financial institutions, helping to make San Francisco rank nineteenth in the world’s top producing cities, ninth in the United States, and thirteenth place in the top twenty global financial centers.
I want to create a chart that shows industrial production by country and by year. What chart type can I use?

This question may have multiple correct answers – just select one.

- A stock chart.
- A stacked bar chart.
- A radar chart.
- A stacked column chart.
- A pie chart.

Select one answer.