

15	Correct	Use AVERAGE Function	Formulas	Advanced	00:01:19
16	Correct	Column Width	Formatting and Editing	Intermediate	00:01:48
17	Correct	Insert Chart	Insert Tools	Intermediate	00:00:26
18	Correct	Chart Styles	Insert Tools	Basic	00:00:51
19	Correct	Text Wrap	Formatting and Editing	Intermediate	00:00:10
20	Correct	Insert Worksheet	General Commands and Properties	Basic	00:00:17
21	Correct	Merge and Center Cells	Formatting and Editing	Advanced	00:00:12
22	Correct	Sort	Formatting and Editing	Intermediate	00:00:11
23	Correct	Margins	Page Layout	Basic	00:01:14
24	Correct	Page Orientation	Page Layout	Basic	00:00:18
25	Correct	Header/Footer	Insert Tools	Intermediate	00:00:48
26	Correct	Spell Check	General Commands and Properties	Basic	00:00:17
27	Correct	Print-Centered on Page	Page Layout	Advanced	00:00:16
28	Correct	Create Bookmarks	Insert Tools	Advanced	00:01:26
29	Correct	Print Scaling	Page Layout	Intermediate	00:00:17
30	Correct	Print Worksheet	General Commands and Properties	Basic	00:00:11

Question Level Statistics

	Number of Questions	Number Correct	Total Percentage
Basic	18	15	83%
Intermediate	8	8	100%
Advanced	4	4	100%
Total	30	27	90%

Question Type Statistics

	Number of Questions	Number Correct	Total Percentage
Formatting and Editing	11	11	85%
Formulas	2	2	100%
General Commands and	7	6	86%

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