



## Master Packages

There are two versions of the Master Packages – SkillCheck Professional and SkillCheck Professional **Plus**. There are three major differences between these two;

- 1.) The additional number of default tests installed in the SkillCheck Professional **Plus** Edition,
- 2.) Extensive test customisation and test making utilities in the SkillCheck Professional **Plus** Edition, and
- 3.) ItemWriter, included with the SkillCheck Professional **Plus** Edition, which enables custom question authoring and the ability to combine these custom questions with those from the SkillCheck pre-programmed item library into one test.

### Master Pack – Professional Edition (80+ titles; over 115 tests - Including Microsoft Office 2003 & XP) – Also available with TimeSolver Computer Adaptive Testing

#### SOFTWARE SKILLS – Included in this pack (51 tests)

##### Microsoft Office Titles

**Word 2003** – Standard & Advanced  
**Word 2002** – Standard & Advanced  
**Word 2000** – Standard & Advanced  
**Word 97** – Standard & Advanced  
**Excel 2003** – Standard & Advanced  
**Excel 2002** – Standard & Advanced  
**Excel 2000** – Standard & Advanced  
**Excel 97** – Standard & Advanced  
**PowerPoint 2003** – Standard & Advanced  
**PowerPoint 2002** – Standard & Advanced  
**PowerPoint 2000** – Standard & Advanced  
**PowerPoint 97** – Standard & Advanced

**Access 2003** – Standard & Advanced  
**Access 2002** – Standard & Advanced  
**Access 2000** – Standard & Advanced  
**Access 97** – Standard & Advanced  
**Outlook 2003** - Standard  
**Outlook 2002** – Standard  
**Outlook 2000** – Standard  
**Outlook 97** – Standard  
**Windows XP** – Standard & Advanced  
**Windows 2000** – Standard & Advanced  
**Windows ME** – Standard & Advanced  
**Internet Explorer 6.0** – Standard  
**Internet Explorer 5.0** – Standard

##### Lotus & WordPerfect Titles

**Lotus ME** – Standard  
**WordPerfect 2000** – Standard  
**WordPerfect 8** – Standard & Advanced

##### Other Titles

**Project 2003** – Standard  
**Project 2002** – Standard  
**FrontPage 2003** – Standard  
**FrontPage 2002** – Standard  
**Netscape 4.5** – Standard

#### CLERICAL & OFFICE SKILLS – Included in this pack (33 tests)

**Typing Test\***  
**Data Entry Test** – Alphanumeric\*  
**Data Entry Test** – Numeric\*  
**Data Entry** – 10 key  
**Letter Setup** – 4 formats  
**Proofreading** – Error detection  
**Reading Comprehension** – General  
**Digital Literacy** – Computing\*  
**Digital Literacy** – Internet\*  
**Digital Literacy** – Software Skills\*

**Transcription/ Dicta (Audio)**  
**Shorthand (Audio)**  
**Shorthand** – Read Response (Audio)  
**Software Productivity**  
**Spelling** – Business\*  
**Spelling** – General\*  
**Grammar** – Business\*  
**Grammar** – General\*  
**Vocabulary** – Business\*  
**Vocabulary** – General\*

**Math** – General  
**Checking** – Standard  
**Coding** – Standard  
**Filing** – Standard  
**Customer Service**  
**Telephone Message Taking**  
**Receptionist Skills**  
**Secretarial Skills**  
**Telephone Skills\***  
**Office Manager Skills**

#### SPECIALIST SKILL TESTS – Included in this pack

##### Accounting Titles (18 tests)

**Accounting** – Bookkeeper\*  
**Accounting** – Accountant\*  
**Accounting** – Accounts Payable\*  
**Accounting** – Accounts Receivable\*  
**Accounting** – Business Documents\*  
**Accounting** – Cost Accounting\*  
**Accounting** – Financial Statements\*  
**Accounting** – Forms & Journals\*  
**Accounting** – Inventory-Depreciation\*  
**Accounting** – Peachtree 8.0 & 9.0  
**Accounting** – QuickBooks 2001, 2003, 2005 & 2006  
**Accounting** – Math Skills (Basic, Standard & Advanced)\*  
**Accounting** – Terminology\*

##### Call Centre Titles (16 tests)

**Audio Data Entry**  
**Customer Service Scenarios (Interactive Audio)**  
**Sales Scenarios (Interactive Audio)**  
**Call Centre** - Coding\*  
**Call Centre** – Customer Service\*  
**Call Centre** – Data Analysis\*  
**Call Centre** – Sales\*  
**Call Centre** – Telephone Skills\*  
**Data Entry** – Sales (Leads)  
**Data Entry** – Sales (Orders)  
**Postal Codes**  
**Postal Codes** – Audio  
**Spelling** – Audio  
**Spelling** – Geography\*  
**Spelling** – Int'l Geography (Audio)  
**Spelling** – US Geography (Audio)

#### TESTMAKING UTILITIES – Included in this pack

**TestMaker** Test Authoring Utility\*

**Typing** Test Authoring Utility\*

**Data Entry** Test Authoring Utility\*

### Testing Innovations that Give You the Competitive Edge

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## Master Packages

**Master Pack – Professional Plus Edition\* (90+ titles; over 155 tests - Including Microsoft Office 2003 & XP) – Also available with TimeSolver Computer Adaptive Testing**

### SOFTWARE SKILLS – Included in this pack (79 tests)

#### Microsoft Office Titles

**Word 2003** – Basic, Standard & Advanced\*  
**Word 2002** – Basic, Standard & Advanced\*  
**Word 2000** – Basic, Standard & Advanced\*  
**Word 97** – Basic, Standard & Advanced\*  
**Excel 2003** – Basic, Standard & Advanced\*  
**Excel 2002** – Basic, Standard & Advanced\*  
**Excel 2000** – Basic, Standard & Advanced\*  
**Excel 97** – Basic, Standard & Advanced\*  
**PowerPoint 2003** – Basic, Standard & Advanced\*  
**PowerPoint 2002** – Basic, Standard & Advanced\*  
**PowerPoint 2000** – Basic, Standard & Advanced\*  
**PowerPoint 97** – Basic, Standard & Advanced\*  
**Access 2003** – Basic, Standard & Advanced\*  
**Access 2002** – Basic, Standard & Advanced\*  
**Access 2000** – Basic, Standard & Advanced\*  
**Access 97** – Basic, Standard & Advanced\*  
**Outlook 2003** – Standard\*  
**Outlook 2002** – Standard\*  
**Outlook 2000** – Standard\*  
**Outlook 97** – Standard\*  
**Windows XP** – Basic, Standard & Advanced\*  
**Windows 2000** – Basic, Standard & Advanced\*  
**Windows ME** – Basic, Standard & Advanced\*  
**Windows 98** – Basic, Standard & Advanced\*  
**Internet Explorer 6.0** – Standard  
**Internet Explorer 5.0** – Standard

#### Lotus & WordPerfect Titles

**Lotus ME** – Standard  
**Lotus 1-2-3 97** – Basic, Standard & Advanced\*  
**Lotus WordPro ME** – Standard  
**Lotus WordPro 97** – Standard\*  
**Lotus Freelance 97** – Standard  
**WordPerfect 2000** – Standard  
**WordPerfect 8** – Basic, Standard & Advanced\*

#### Other Titles

**Project 2003** – Standard  
**Project 2002** – Standard  
**FrontPage 2003** – Standard  
**FrontPage 2002** – Standard  
**Netscape 4.5** – Standard

### CLERICAL, OFFICE SKILLS AND SPECIALIST TESTS – Included in this pack (46 tests)

**Typing Test\***  
**Data Entry Test** – Alphanumeric\*  
**Data Entry Test** – Numeric\*  
**Data Entry** – 10 key  
**Proofreading** – Error detection  
**Transcription/ Dicta** (Audio)  
**Shorthand** (Audio)  
**Shorthand** – Read Response  
**Reading Comprehension** – General  
**Receptionist Skills**  
**Secretarial Skills**  
**Telephone Message Taking**  
**Math – General\***  
**Customer Service**  
**Telephone Skills\***

**Letter Setup** – 4 formats  
**Coding** – Standard\*  
**Coding** – Letters\*  
**Coding** – Numbers\*  
**Checking** – Standard\*  
**Checking** – Names\*  
**Checking** – Numbers\*  
**Filing** – Standard\*  
**Filing** – Names\*  
**Filing** – Numbers\*  
**Digital Literacy** – Computing\*  
**Digital Literacy** – Internet\*  
**Digital Literacy** – Software Skills\*  
**Software Productivity**  
**Office Manager**

**Grammar** – Business\*  
**Grammar** – General\*  
**Spelling** – Business\*  
**Spelling** – General\*  
**Spelling** – Accounting\*  
**Spelling** – Geography\*  
**Spelling** – Legal\*  
**Spelling** – Medical\*  
**Vocabulary** – Business\*  
**Vocabulary** – General\*  
**Vocabulary** – Accounting\*  
**Vocabulary** – Legal\*  
**Vocabulary** – Medical\*

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## Master Packages

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### Master Pack – Professional **Plus** Edition\* (**Continued**)

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#### **SPECIALIST SKILL TESTS – Included in this pack**

##### **Accounting Titles (18 tests)**

**Accounting** – Bookkeeper\*  
**Accounting** – Accountant\*  
**Accounting** – Accounts Payable\*  
**Accounting** – Accounts Receivable\*  
**Accounting** – Business Documents\*  
**Accounting** – Cost Accounting\*  
**Accounting** – Financial Statements\*  
**Accounting** – Forms & Journals\*  
**Accounting** – Inventory-Depreciation\*  
**Accounting** – Peachtree 8.0 & 9.0  
**Accounting** – QuickBooks 2001, 2003, 2005 & 2006  
**Accounting** – Math Skills (Basic, Standard & Advanced)\*  
**Accounting** – Terminology\*

##### **Call Centre Titles (16 tests)**

**Audio Data Entry**  
**Customer Service Scenarios (Interactive Audio)**  
**Sales Scenarios (Interactive Audio)**  
**Call Centre** - Coding\*  
**Call Centre** – Customer Service\*  
**Call Centre** – Data Analysis\*  
**Call Centre** – Sales\*  
**Call Centre** – Telephone Skills\*  
**Data Entry** – Sales (Leads)  
**Data Entry** – Sales (Orders)  
**Postal Codes**  
**Postal Codes** – Audio  
**Spelling** – Audio  
**Spelling** – Geography\*  
**Spelling** – Int'l Geography (Audio)  
**Spelling** – US Geography (Audio)

#### **TESTMAKING UTILITIES – Included in this pack**

**TestMaker Test Authoring Utility\***  
**Typing Test Authoring Utility\***  
**Data Entry Test Authoring Utility\***  
**ItemWriter Multi-Application & Custom Test Authoring Utility\*\***

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\* User controlled test making available with this product title

\*\* Separate Graphics Application required to use graphics creation feature

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