



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*



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*

Continued – Next Page



Master Packages

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

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**

* User controlled test making available with this product title

** Separate Graphics Application required to use graphics creation feature