



Microsoft Office 2010, 2007, 2003, 2002 Packages

Testing candidate competencies in the latest Microsoft Office applications, whether for employee selection, workforce development or education and training, necessitate the highest quality tests, with test content and development tools which meet the most rigorous standards.

SkillCheck tests meet the highest standards of psychometric validation for employment selection.

The SkillCheck test item bank of over 4,000 items for Microsoft Office applications is ideal for trainers and educators as well as professional personnel practitioners to meet the exacting demands of today's labour market.

Key Features:

- Any correct method may be used to complete a question,
- Each question is a full, interactive simulation of the actual application,
- Actual Microsoft Office software need not be installed,
- Comprehensive, easy to read score report are instantly available,
- The software version of SkillCheck Professional Plus enables the end user to create or modify tests to suit specific requirements,
- Easy to install and use, either on a standalone PC or via a Network-based license.

There are two versions of the Microsoft Office Packages – SkillCheck Professional and SkillCheck Professional **Plus**. These may be delivered for single PC or Network-based licensing.

The difference between these two versions is in the number of default tests that are installed and the test customization and test making capabilities in the SkillCheck Professional **Plus** Edition.

The content of the **Microsoft Office 2010** SkillCheck Professional **Plus** Edition is as shown below.

Office 2010 Pack – Professional **Plus** Edition* (9 titles; 21 tests)

Word 2010 – Standard*	Access 2010 – Standard*	Windows 2000 – Standard*
Word 2010 – Advanced*	Access 2010 – Advanced*	Windows 2000 – Advanced*
Word 2010 – Basic*	Access 2010 – Basic*	Windows 2000 – Basic*
Excel 2010 – Standard*	Outlook 2010 – Standard	
Excel 2010 – Advanced*	Windows 7 – Standard	
Excel 2010 – Basic*	Windows Vista – Standard	
PowerPoint 2010 – Standard*	Windows XP – Standard*	
PowerPoint 2010 – Advanced*	Windows XP – Advanced*	
PowerPoint 2010 – Basic*	Windows XP – Basic*	

The content of the **Microsoft Office 2010** SkillCheck Professional Edition is as shown below.

Office 2010 Pack – Professional Edition (9 titles; 15 tests)

Word 2010 – Standard & Advanced	Windows 7 – Standard
Excel 2010 – Standard & Advanced	Windows Vista – Standard
PowerPoint 2010 – Standard & Advanced	Windows XP – Standard & Advanced
Access 2010 – Standard & Advanced	Windows 2000 – Standard & Advanced
Outlook 2010 – Standard	

The content of the **Microsoft Office 2007** SkillCheck Professional **Plus** Edition is as shown below.

Office 2007 Pack – Professional **Plus** Edition* (10 titles; 26 tests)

Word 2007 – Standard*	Access 2007 – Standard*	Windows 2000 – Advanced*
Word 2007 – Advanced*	Access 2007 – Advanced*	Windows 2000 – Basic*
Word 2007 – Basic*	Access 2007 – Basic*	Windows ME – Standard*
Excel 2007 – Standard*	Outlook 2007 – Standard	Windows ME – Advanced*
Excel 2007 – Advanced*	Windows Vista – Standard	Windows ME – Basic*
Excel 2007 – Basic*	Windows XP – Standard*	Windows 98 – Standard*
PowerPoint 2007 – Standard*	Windows XP – Advanced*	Windows 98 – Advanced*
PowerPoint 2007 – Advanced*	Windows XP – Basic*	Windows 98 – Basic*
PowerPoint 2007 – Basic*	Windows 2000 – Standard*	

*User controlled test making available with this title

Australia & New Zealand's Most Popular Skill Testing Solution

SkillCheck Pacific Pty Ltd - ABN 64 082 605 089 - PO Box 970 - Banora Point, NSW 2486

Telephone (04) 0201-4237 - E-mail: info@skillcheck.com.au - Website: <http://www.skillcheck.com.au>



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The content of the **Microsoft Office 2007** SkillCheck Professional Edition is as shown below.

Office 2007 Pack – Professional Edition (10 titles; 18 tests)

Word 2007 – Standard & Advanced	Windows Vista – Standard
Excel 2007 – Standard & Advanced	Windows XP – Standard & Advanced
PowerPoint 2007 – Standard & Advanced	Windows 2000 – Standard & Advanced
Access 2007 – Standard & Advanced	Windows ME – Standard & Advanced
Outlook 2007 – Standard	Windows 98 – Standard & Advanced

The content of the **Microsoft Office 2003** SkillCheck Professional **Plus** Edition is as shown below.

Office 2003 Pack – Professional **Plus** Edition* (10 titles; 26 tests)

Word 2003 – Standard*	Access 2003 – Standard*	Windows 2000 – Basic*
Word 2003 – Advanced*	Access 2003 – Advanced*	Windows ME – Standard*
Word 2003 – Basic*	Access 2003 – Basic*	Windows ME – Advanced*
Excel 2003 – Standard*	Outlook 2003 – Standard	Windows ME – Basic*
Excel 2003 – Advanced*	Windows XP – Standard*	Windows 98 – Standard*
Excel 2003 – Basic*	Windows XP – Advanced*	Windows 98 – Advanced*
PowerPoint 2003 – Standard*	Windows XP – Basic*	Windows 98 – Basic*
PowerPoint 2003 – Advanced*	Windows 2000 – Standard*	Software Productivity
PowerPoint 2003 – Basic*	Windows 2000 – Advanced*	

The content of the **Microsoft Office 2003** SkillCheck Professional Edition is as shown below.

Office 2003 Pack – Professional Edition (10 titles; 18 tests)

Word 2003 – Standard & Advanced	Windows XP – Standard & Advanced
Excel 2003 – Standard & Advanced	Windows 2000 – Standard & Advanced
PowerPoint 2003 – Standard & Advanced	Windows ME – Standard & Advanced
Access 2003 – Standard & Advanced	Windows 98 – Standard & Advanced
Outlook 2003 – Standard	Software Productivity

The content of the **Microsoft Office 2002** SkillCheck Professional **Plus** Edition is as shown below.

Office 2002 Pack – Professional **Plus** Edition* (10 titles; 26 tests)

Word 2002 – Standard*	Access 2002 – Standard*	Windows 2000 – Basic*
Word 2002 – Advanced*	Access 2002 – Advanced*	Windows ME – Standard*
Word 2002 – Basic*	Access 2002 – Basic*	Windows ME – Advanced*
Excel 2002 – Standard*	Outlook 2002 – Standard	Windows ME – Basic*
Excel 2002 – Advanced*	Windows XP – Standard*	Windows 98 – Standard*
Excel 2002 – Basic*	Windows XP – Advanced*	Windows 98 – Advanced*
PowerPoint 2002 – Standard*	Windows XP – Basic*	Windows 98 – Basic*
PowerPoint 2002 – Advanced*	Windows 2000 – Standard*	Software Productivity
PowerPoint 2002 – Basic*	Windows 2000 – Advanced*	

The content of the **Microsoft Office 2002** SkillCheck Professional Edition is as shown below.

Office 2002 Pack – Professional Edition (10 titles; 18 tests)

Word 2002 – Standard & Advanced	Windows XP – Standard & Advanced
Excel 2002 – Standard & Advanced	Windows 2000 – Standard & Advanced
PowerPoint 2002 – Standard & Advanced	Windows ME – Standard & Advanced
Access 2002 – Standard & Advanced	Windows 98 – Standard & Advanced
Outlook 2002 – Standard	Software Productivity

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There are over 4,000 test items (questions) in the Microsoft Office test titles.

Application	Tests Included	Available Items
Word 2010	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	102
Excel 2010	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	101
PowerPoint 2010	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	93
Access 2010	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	99
Outlook 2010	<ul style="list-style-type: none"> • Standard 	25
Windows 7	<ul style="list-style-type: none"> • Standard 	34
Word 2007	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	141
Excel 2007	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	138
PowerPoint 2007	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	99
Access 20073	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	96
Outlook 2007	<ul style="list-style-type: none"> • Standard 	25
Windows Vista	<ul style="list-style-type: none"> • Standard 	33
Word 2003	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	233
Excel 2003	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	222
PowerPoint 2003	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	154
Access 2003	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	142
Outlook 2003	<ul style="list-style-type: none"> • Standard 	25
Word 2002	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	227
Excel 2002	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	217

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PowerPoint 2002	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	149
Access 2002	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	142
Outlook 2002	<ul style="list-style-type: none"> • Standard 	83
Windows XP	<ul style="list-style-type: none"> • Standard 	35
Word 2000	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	191
Excel 2000	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	195
PowerPoint 2000	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	147
Access 2000	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	145
Outlook 2000	<ul style="list-style-type: none"> • Standard 	66
Windows 2000	<ul style="list-style-type: none"> • Standard 	35
Windows ME	<ul style="list-style-type: none"> • Standard 	35
Word 97	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	151
Excel 97	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	140
PowerPoint 97	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	116
Access 97	<ul style="list-style-type: none"> • Standard • Advanced • Basic 	129
Outlook 97	<ul style="list-style-type: none"> • Standard 	25
Windows 98	<ul style="list-style-type: none"> • Standard 	35
Total Items		4,025

The full range of these tests and many more are able to be licensed via the Internet. Contact SkillCheck Pacific Pty Ltd for more information and prices.

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