



Online Skill Testing – With Microsoft Office 2007, 2003 & XP

SOFTWARE SKILLS – over 70 tests

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|---|---|
| <p>Word 2007 – Standard
 Word 2007 – Advanced
 Word 2007 – Basic
 Word 2003 – Standard
 Word 2003 – Advanced
 Word 2003 – Basic
 Word 2002 – Standard
 Word 2002 – Advanced
 Word 2002 – Basic
 Word 2000 – Standard
 Word 2000 – Advanced
 Word 2000 – Basic
 Excel 2007 – Standard
 Excel 2007 – Advanced
 Excel 2007 – Basic
 Excel 2003 – Standard
 Excel 2003 – Advanced
 Excel 2003 – Basic
 Excel 2002 – Standard
 Excel 2002 – Advanced
 Excel 2002 – Basic
 Excel 2000 – Standard
 Excel 2000 – Advanced
 Excel 2000 – Basic
 PowerPoint 2007 – Standard
 PowerPoint 2007 – Advanced
 PowerPoint 2007 – Basic
 PowerPoint 2003 – Standard
 PowerPoint 2003 – Advanced
 PowerPoint 2003 – Basic
 PowerPoint 2002 – Standard
 PowerPoint 2002 – Advanced
 PowerPoint 2002 – Basic
 PowerPoint 2000 – Standard
 PowerPoint 2000 – Advanced
 PowerPoint 2000 – Basic</p> | <p>Access 2007 – Standard
 Access 2007 – Advanced
 Access 2007 – Basic
 Access 2003 – Standard
 Access 2003 – Advanced
 Access 2003 – Basic
 Access 2002 – Standard
 Access 2002 – Advanced
 Access 2002 – Basic
 Access 2000 – Standard
 Access 2000 – Advanced
 Access 2000 – Basic
 Outlook 2007 – Standard
 Outlook 2003 – Standard
 Outlook 2002 – Standard
 Outlook 2000 – Standard
 Windows Vista – Standard
 Windows XP – Basic
 Windows XP – Standard
 Windows XP – Advanced
 Windows 2000 – Basic
 Windows 2000 – Standard
 Windows 2000 – Advanced
 Windows ME – Basic
 Windows ME – Standard
 Windows ME – Advanced
 Internet Explorer 5.x & 6.0 – Standard
 Lotus ME – Standard
 Lotus WordPro ME – Standard
 WordPerfect 12 – Standard
 WordPerfect 2000 – Standard
 WordPerfect 8 – Basic, Standard & Advanced
 Netscape 4.5 – Standard
 Project 2003 – Standard
 Project 2002 – Standard
 Publisher 2003 – Standard
 Publisher 2002 – Standard
 FrontPage 2003 – Standard
 FrontPage 2002 – Standard</p> |
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CLERICAL, OFFICE AND COMPUTER LITERACY SKILLS – over 40 tests

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|---|---|--|
| <p>Typing Test – 5 versions
 Data Entry Test – Alphanumeric (AUS)
 Data Entry Test – Alphanumeric (NZ)
 Data Entry Test – Numeric
 Data Entry – 10 key
 Letter Setup – 4 formats
 Proofreading – Error detection
 Reading Comprehension – General
 Software Productivity
 Telephone Message Taking
 Customer Service</p> | <p>Spelling – Business
 Spelling – General
 Spelling – Legal
 Grammar – Business
 Grammar – General
 Vocabulary – Business
 Vocabulary – General
 Vocabulary – Legal
 Math – General
 Math – General 2
 Telephone Skills (AUS)</p> | <p>Checking – Standard
 Checking – Names
 Checking – Numbers
 Coding – Standard
 Coding – Letters
 Coding – Numbers
 Filing – Standard (AUS)
 Filing – Names (AUS)
 Filing – Numbers (AUS)
 Receptionist Skills
 Secretarial Skills</p> |
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TIMESOLVER – COMPUTER ADAPTIVE TESTING – 12 tests

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|-------------------------------|--------------------------------|-------------------------------------|---------------------------------|
| Word 2003 – TimeSolver | Excel 2003 – TimeSolver | PowerPoint 2003 – TimeSolver | Access 2003 – TimeSolver |
| Word 2002 – TimeSolver | Excel 2002 – TimeSolver | PowerPoint 2002 – TimeSolver | Access 2002 – TimeSolver |
| Word 2000 – TimeSolver | Excel 2000 – TimeSolver | PowerPoint 2000 – TimeSolver | Access 2000 – TimeSolver |

EXPRESS & FUNDAMENTALS SERIES – 8 tests

- | | |
|----------------------------------|---------------------------------------|
| Word 2003 – Express | PowerPoint 2003 – Express |
| Word 2003 – Fundamentals | PowerPoint 2003 – Fundamentals |
| Excel 2003 – Express | Access 2003 – Express |
| Excel 2003 – Fundamentals | Access 2003 – Fundamentals |

MORE PRODUCTS – NEXT PAGE

ESSENTIALS SERIES – 14 tests

Word 2003 – Essentials
Word 2002 – Essentials
Word 2000 – Essentials
Excel 2003 – Essentials
Excel 2002 – Essentials

Excel 2000 – Essentials
PowerPoint 2003 – Essentials
PowerPoint 2002 – Essentials
PowerPoint 2000 – Essentials
Computer Literacy – Essentials

Spelling – Essentials
Grammar – Essentials
Vocabulary – Essentials
Math – Essentials

These **Specialist Skill Tests** may be included at no additional cost (except as noted) and should be nominated at the time of ordering your SkillCheck Online Testing Service. Should your needs change, or you selectively wish to add or remove any tests, this can be done - generally the same day and at no additional set-up cost.

SPECIALIST SKILL TESTS (titles supplied vary depending upon customer needs)

Accounting Skills (Australia)

Accounting – Accountant (AUS)
Accounting – Bookkeeper
Accounting – Accounts Payable (AUS)
Accounting – Accounts Receivable (AUS)
Accounting – Business Documents (AUS)
Accounting – Cost Accounting (AUS)
Accounting – Financial Statements (AUS)
Accounting – Forms & Journals (AUS)
Accounting – Inventory/ Depreciation (AUS)
Accounting – Math Skills Advanced (AUS)
Accounting – Math Skills Standard (AUS)
Accounting – Terminology (AUS)
Accounting – Terminology (AUS)
Quickbooks 2006 – Standard
Quickbooks 2005 – Standard
Quickbooks 2003 – Standard
Quickbooks 2001 – Standard
Peachtree 8.0 – Standard
Peachtree 9.0 – Standard

Retail Sales

Retail Sales – Customer Service
Retail Sales – Learning Products
Retail Sales – Sales & Promotion
Retail Sales – Store Security
Retail Sales – Inventory Coding
Retail Sales – Inventory Sorting
Retail Sales – Retail Reading
Retail Sales – Retail Math
Retail Sales – Employee Teamwork

Legal Office

Typing Test – Legal
Spelling – Legal
Vocabulary – Legal

Medical Office

Typing Test – Medical
Spelling – Medical
Vocabulary – Medical

Accounting Office

Typing Test – Accounting
Spelling – Accounting
Vocabulary – Accounting

Audio Transcription & Shorthand (Audio)

Accounting
Business
Legal
Medical

Light Industrial Skills

Safety (Fire/Personnel) – Standard (AUS)
Safety (Vehicle/Warehouse) – Standard (AUS)
Light Industrial – Basic Maths Skills
Light Industrial – Count & Stack
Light Industrial – Pick & Pack
Light Industrial – Shipping & Receiving
Light Industrial – Forklift
Light Industrial – Language Skills
Light Industrial – Ruler (English Units)
Light Industrial – Ruler (Metric Units)
Light Industrial – Safety
Light Industrial – Shop Math
Light Industrial – Units & Conversions

Call Centre Skills

Call Centre – Coding
Call Centre – Data Analysis
Call Centre – Sales
Call Centre – Service
Call Centre – Telephone Skills (AUS)
Customer Service Scenarios (Interactive Audio) – (AUS)
Sales Scenarios (Interactive Audio) – (AUS)
Call Centre – Data Entry (Sales Leads)
Call Centre – Data Entry (Sales Orders)
Call Centre – Audio Data Entry
Call Centre – Spelling International Geography (AUS)

Food Services

Food Services – General Knowledge
Food Services – Safety & Sanitation
Food Services – Nutrition
Food Services – Food Preparation
Food Services – Bar Manager
Food Services – Waitstaff
Food Services – Wine Terminology

Digital Literacy

Digital Literacy 2006 – Computing
Digital Literacy 2006 – Internet
Digital Literacy 2006 – Software Skills
Digital Literacy 2008 – Computing
Digital Literacy 2008 – Internet
Digital Literacy 2008 – Software Skills

MYOB – Ver 10.x

MYOB – Standard
MYOB – Beginning quick assessment
MYOB – Intermediate quick assessment
MYOB – Advanced quick assessment

MORE PRODUCTS – NEXT PAGE

Behaviour Profiling – Identity Series (Extra cost applies; not available singly)

Identity – Cognitive

Identity – Risk Free

Identity – Management

Identity – Productivity

Identity – Sales

Identity – Service

Identity – Supervision

Identity – Industrial

Identity – Workplace Skills

Identity – Workplace Personality

Identity – Health Care

TalentScout – Computer Adaptive Testing (Extra cost applies; not available singly)

Accounting/ Bookkeeping – Accounting Knowledge; Spreadsheet skills; Verbal & Maths Reasoning

Computer & Internet User – Computer Concepts; Operating Systems & Software; Electronic Communication

Office 2000 – Office 2000 Common Functions; Word 2000; Excel 2000; PowerPoint 2000

Office 2000 Power User – Office 2000 Common Functions; Word 2000; Excel 2000; PowerPoint 2000; Access 2000

Light Industrial – Math, Inspection, Assembly, Drug-Free Attitude, Reliability, Trustworthiness, Candidness

Call Centre – Customer Service Orientation; Audio Data Entry; Customer Service Scenarios (Audio)

Legal Admin – Legal Office Spelling; Legal Office Grammar; Legal Office Knowledge; Legal Office Typing; Word Processing

Office XP – Office XP Common Functions; Word 2002; Excel 2002; PowerPoint 2002

Office XP Power User – Office XP Common Functions; Word 2002; Excel 2002; PowerPoint 2002; Access 2002













Clerical – Spelling; Grammar; Typing; Word Processing; Verbal & Maths Reasoning

Medical Admin – Medical Office Knowledge; Medical Office Typing; Word Processing; Medical Office Service Orientation

Office 2003 – Office 2003 Common Functions; Word 2003; Excel 2003; PowerPoint 2003

Office 2003 Power User – Office 2003 Common Functions; Word 2003; Excel 2003; PowerPoint 2003; Access 2003

Other important notes:

-  Online account branding with your logo is available (nominal extra cost may apply) (HTML score reports can be branded with your company logo as well as the overall account interface)
-  No additional cost for "training", "hosting", "documentation" or "support" (quoted price is all-inclusive)
-  New products are added as released at no extra cost (there are no "update" issues)
-  Training not required – full documentation provided and the SkillCheck Online Testing Service has proven highly intuitive and easy to use (users can be up and using SkillCheck Online Testing Service immediately)
-  Where applicable, tests have been customized for Australian use – tests for the US, European and foreign languages users are not included to "pad-out" the supplied tests list (local requirements are respected and met)
-  Custom candidate "welcome message" and additional pre-testing data may be included in the end-user configuration (specific additional candidate information is easily collected)
-  Local and global norming automatically included for many tests (benchmarking is done locally and globally)
-  Candidate privacy and site security are end-user controlled (legal privacy requirements addressed)
-  Sub-sets of tests may be created by the end user to simplify assignment of defined groups of tests (test administration efficiency is enhanced)
-  Scores are retained for two years and are searchable at any time using a range of search criteria (cumbersome paper records need not be maintained)
-  Independent validation has been done and is periodically updated to verify ongoing validation of tests (assurance that tests remain valid and meaningful is assured)
-  Any correct method is allowed in software application tests (construct validity is maintained)