



Staffing Industry Packages

There are two versions of the Staffing Industry Packages – SkillCheck Professional Plus and SkillCheck Professional.

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 enables custom question authoring and the ability to combine these custom questions with those from the SkillCheck pre-programmed item library into one test.

The SkillCheck Professional **Plus** package contains tests shown here.

Staffing Industry – Professional **Plus** Edition* (55+ titles; over 120 tests - Including Microsoft Office 2003 & XP)

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

Netscape 4.5 – Standard
FrontPage 2003 – Standard
FrontPage 2002 – Standard

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Staffing Industry Packages

CLERICAL, OFFICE SKILLS AND SPECIALIST TESTS – Included in this pack (45 tests)

Typing Test*	Letter Setup – 4 formats	Grammar – Business*
Data Entry Test – Alphanumeric*	Coding – Standard*	Grammar – General*
Data Entry Test – Numeric*	Coding – Letters*	Spelling – Business*
Data Entry – 10 key	Coding – Numbers*	Spelling – General*
Proofreading – Error detection	Checking – Standard*	Spelling – Accounting*
Transcription/ Dicta (Audio)	Checking – Names*	Spelling – Geography*
Shorthand (Audio)	Checking – Numbers*	Spelling – Legal*
Shorthand – Read Response	Filing – Standard*	Spelling – Medical*
Reading Comprehension – General	Filing – Names*	Vocabulary – Business*
Receptionist Skills	Filing – Numbers*	Vocabulary – General*
Secretarial Skills	Digital Literacy – Computing*	Vocabulary – Accounting*
Telephone Message Taking	Digital Literacy – Internet*	Vocabulary – Legal*
Math – General*	Digital Literacy – Software Skills*	Vocabulary – Medical*
Customer Service	Software Productivity	
Telephone Skills	Office Manager	

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



Staffing Industry Packages

The SkillCheck Professional Edition includes the products shown below. Enquire for further information.

Staffing Industry – Professional Edition (55+ titles; 80+ tests - Including Microsoft Office 2003 & XP)

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

FrontPage 2003 – Standard
FrontPage 2002 – Standard
Netscape 4.5 – Standard

CLERICAL, OFFICE SKILLS AND SPECIALIST TESTS – Included in this pack (33 tests)

Typing Test*
Data Entry Test – Alphanumeric*
Data Entry Test – Numeric*
Data Entry – 10 key
Letter Setup – 4 formats
Reading Comprehension – General
Proofreading – Error detection
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

TESTMAKING UTILITIES – Included in this pack

TestMaker Test Authoring Utility*
Typing Test Authoring Utility*
Data Entry Test Authoring Utility*