



## SkillCheck Professional/ SkillCheck Professional Plus Application Software, General Office Skills, Technical & Specialist Skills

### APPLICATION EVALUATION PRODUCTS

#### Microsoft Office 2007

- Word 2007
- PowerPoint 2007
- Excel 2007
- Access 2007

#### Microsoft Office 2003

- Word 2003
- PowerPoint 2003
- Outlook 2003
- Excel 2003
- Access 2003

#### Microsoft Office XP

- Word 2002
- PowerPoint 2002
- Outlook 2002
- Excel 2002
- Access 2002

#### Microsoft Office 2000

- Word 2000
- PowerPoint 2000
- Outlook 2000
- Excel 2000
- Access 2000

#### Microsoft Office 97

- Word 97
- PowerPoint 97
- Outlook 97
- Excel 97
- Access 97

#### WordPerfect

- WordPerfect 2000
- WordPerfect 7.0
- WordPerfect 8.0
- WordPerfect 6.1

#### Lotus

- Lotus Notes - End User & Administrator
- Lotus Millennium
- Lotus 123 for Office 97
- Lotus 123 Ver. 5.x
- Lotus Freelance Graphics 97
- Lotus WordPro 97 & Millennium

#### Other Titles

- DeltaView 2.81 - Legal Document Comparison
- Excel 2002 - Formulae & Functions
- FrontPage 2002, 2003
- Internet Explorer 5.0 & 6.0

### APPLICATION EVALUATION PRODUCTS (Con't)

#### Other Titles (Con't)

- Internet Literacy
- Netscape Navigator 4.5
- Project 2002, 2003
- Publisher 2003
- Windows 98, 2000, ME, XP, 2003, Vista

#### TEST AUTHORING TOOLS

- ItemWriter Test Builder (Graphics software required)
- TestMaker Test Authoring

#### GENERAL SKILL EVALUATION PRODUCTS

- Data Entry - Numeric & Alphanumeric (AUS)
- Data Entry - 10 Key
- Data Entry (Audio)
- Typing Speed & Accuracy -Generic, Technical, Finance & Banking, Accounting, Legal, Medical
- Software Productivity
- Letter Set-up - 4 forms
- Office Manager Skills
- Proofreading - Error Detection
- Reading Comprehension - General & Industrial
- Receptionist Skills
- Shorthand Skills
- Dicta-Typist Skills
- Secretarial Skills - General
- Telephone Skills (AUS)
- Telephone Message Taking Skills
- Business Clerical (Logic) - Coding, Checking & Filing (AUS) - Standard, Names, Numbers, Letters
- Business English (Literacy) - Grammar, Spelling, Vocabulary - General, Business, Legal, Medical, Accounting, Bookkeeping
- Mathematics (Numeracy) - Addition, Subtraction, Multiplication, Division, Fractions, Decimals, Percentages, Conversions

### SPECIALIST SKILL EVALUATION PRODUCTS

#### Call Centre, Customer Service and Retail Sales

- Call Centre Skills - Customer Service Scenarios (Interactive Audio), Sales Scenarios (Interactive Audio) Telephone Skills (AUS), Sales Techniques, Data Coding & Analysis, Customer Service, Data Entry (Sales Orders & Sales Leads)
- Telemarketing Skills
- Customer Service Skills
- Retail Sales Skills - Store Security, Teamwork, Retail Math, Learning Products, Inventory Checking, Inventory Coding, Inventory Sorting, Customer Service, Sales & Promotion, Retail Reading

#### Accounting & Bookkeeping (AUS)

- Accounting/ Bookkeeper Skills - Accounts Payable, Accounts Receivable, Cost Accounting, Financial Statements, Forms & Journals, Bookkeeper, Accountant, Inventory/ Depreciation, Terminology, Maths, General Accounting Knowledge, Peachtree 8 & 9, QuickBooks 2002, 2003 & 2005
- Accounting Secretarial Skills - Typing, Dicta, Shorthand

#### Legal & Medical

- Legal Secretarial Skills - Typing, Dicta, Shorthand & more
- Medical Secretarial Skills - Typing, Dicta, Shorthand & more
- Medical Knowledge & Terminology - Abbreviations, Cardiovascular, Gastrointestinal, Musculoskeletal, Neurological, Ophthalmological, Pharmacological, Prefixes & Suffixes, Respiratory, Medical Secretary, Medical Insurance, Dental, Integumentary, Oncological, Otolaryngeal, Paediatric, Psychiatric, Urogenital

SkillCheck products and services are sold & supported in Australia & New Zealand by independent distributors

Australia: SkillCheck Pacific Pty Ltd - Telephone (03) 9555-4200 - E-mail: [info@skillcheck.com.au](mailto:info@skillcheck.com.au)

New Zealand: Hope-Cross Consulting Ltd - Telephone (09) 818-6100 - E-mail: [hope-cross.consulting@xtra.co.nz](mailto:hope-cross.consulting@xtra.co.nz)



## SkillCheck Professional/ SkillCheck Professional Plus Application Software, General Office Skills, Technical & Specialist Skills

### LIGHT INDUSTRIAL SKILLS - With Test Customisation

- Light Industrial - Basic Math Skills*
- Light Industrial - Count & Stack*
- Light Industrial - Forklift*
- Light Industrial - Language Skills*
- Light Industrial - Pick & Pack*
- Light Industrial - Ruler (English Units)*
- Light Industrial - Ruler (Metric Units)*
- Light Industrial - Safety (Multiple Choice)*
- Light Industrial - Shipping & Receiving*
- Light Industrial - Shop Math*
- Light Industrial - Units & Conversion*

### FOOD SERVICES SKILLS - With Test Customisation

- All Inclusive Pack - Waitstaff, Bar Manager/ Bartender, Wine Knowledge, Sanitation, Preparation, Nutrition & General Knowledge

### IT - TECHNICAL

- Digital Literacy - Computer, Internet & Software Skills
- IT Skills - C, C++, Java, PERL, HTML, Lotus Notes - End User; Lotus Notes - Administrator
- Software Productivity - Shortcuts, Applications & more
- Pre-MOS Certification  
*Word 97 - Pre-Certification (Proficient & Expert)*  
*Word 2000 - Pre-Certification (Proficient & Expert)*  
*Word 2002 - Pre-Certification (Proficient & Expert)*  
*Excel 97 - Pre-Certification (Proficient & Expert)*  
*Excel 2000 - Pre-Certification (Proficient & Expert)*  
*Excel 2002 - Pre-Certification (Proficient & Expert)*  
*PowerPoint 97 - Pre-Certification (Expert)*  
*PowerPoint 2000 - Pre-Certification (Proficient)*  
*PowerPoint 2002 - Pre-Certification (Proficient)*

### COMPUTER ADAPTIVE TESTING - Adaptive Testing

SkillCheck TimeSolver is skill-level adaptive testing that adjusts question level of difficulty to examinees' level of knowledge. Studies have shown that this method can cut 50% or more from the normal time taken for a test.

- Word 97, 2000, 2002 & 2003 TimeSolver*
- Excel 97, 2000, 2002 & 2003 TimeSolver*
- PowerPoint 97, 2000, 2002 & 2003 TimeSolver*
- Access 2000, 2002 & 2003 TimeSolver*

### IDENTITY SERIES - Behaviour Profiling Assessments

SkillCheck Identity Series covers seven essential behavioural profiles. Using behavioural profiling tools in the pre-employment process is likely to enhance the prospect of a "good candidate" becoming a "great hire".

SkillCheck Identity Series assessments are available for;

- Cognitive - Verbal & Mathematical Reasoning
- Service - Service, Team Player, Stress Management, Reliability, Deception Scale
- Workplace Personality - Ambition, Self-confidence, Assertiveness, Flexibility, Service, Reliability, Team Player, Trustworthiness, Stress Management, Deception Scale
- Sales - Ambition, Self-confidence, Assertiveness, Stress Management, Service, Reliability, Deception Scale
- Risk-Free - Trustworthiness, Deviance, Drug Use Attitudes, Workplace Violence, Deception Scale
- Workplace Skills - Math & Reasoning, Grammar Skills, Attention-to-detail, Analysing Charts
- Management - Ambition, Assertiveness, Leadership, Problem Solving, Stress Management, Candidness
- Supervision - Helping Disposition, Problem Solving, Self-Confidence, Supervision, Candidness
- Productivity - Attendance, Reliability, Rules Compliance, Self-confidence, Candidness
- Industrial - Assembly, Inspection, Light Industrial Math, Drug Free Attitude, Reliability, Trustworthiness, Candidness
- Health Care - Compassion, Patient Relations, Tolerance, Team Relations

### TALENT SCOUT - INTEGRATED TESTING

All tests in this section are annually licensed either on a single PC, Network or via the Internet. This product includes Computer Adaptive Testing technology.

All tests below are included in the package. Each sub-heading is a "test session" with several topics, as shown.

- Accounting/Bookkeeping - Accounting Knowledge; Spreadsheet Skills; Verbal and Mathematical Reasoning
- Call Centre - Customer Service Orientation; Audio Data Entry; Customer Service Scenarios (Audio)
- Clerical - Spelling; Grammar; Typing; Word Processing; Verbal and Mathematical Reasoning
- Computer & Internet User - Computer Concepts; Operating Systems & Software; Electronic Communication
- Legal Admin - Legal Office Spelling; Legal Office Grammar; Legal Office Knowledge; Legal Office Typing - Speed & Accuracy; Word Processing
- Light Industrial - Math, Inspection, Assembly, Drug-free attitude, Reliability, Trustworthiness, and Candidness
- Medical Admin - Medical Office Knowledge; Medical Office Typing - Speed & Accuracy; Word Processing; Medical Office Orientation
- 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
- 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
- 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

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