



Online Skill Testing – With Microsoft Office 2010, 2007, 2003 & XP

SOFTWARE SKILLS – over 70 tests

Word 2010 – Standard **(New)**
Word 2010 – Advanced **(New)**
Word 2010 – Basic **(New)**
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 2010 – Standard **(New)**
Excel 2010 – Advanced **(New)**
Excel 2010 – Basic **(New)**
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 2010 – Standard **(New)**
PowerPoint 2010 – Advanced **(New)**
PowerPoint 2010 – Basic **(New)**
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

Access 2010 – Standard **(New)**
Access 2010 – Advanced **(New)**
Access 2010 – Basic **(New)**
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 7 – Standard **(New)**
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 6.0 & 7.0 – 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

CLERICAL, OFFICE AND COMPUTER LITERACY SKILLS – over 40 tests

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

Spelling – Business
Spelling – General
Spelling – Legal
Grammar – Business
Grammar – General
Vocabulary – Business
Vocabulary – General
Vocabulary – Legal
Math – General
Math – General 2
Telephone Skills (AUS)

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

TIMESOLVER – COMPUTER ADAPTIVE TESTING – 12 tests

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

MORE PRODUCTS – NEXT PAGE

EXPRESS & FUNDAMENTALS SERIES – 8 tests

Word 2003 – Express
Word 2003 – Fundamentals
Excel 2003 – Express
Excel 2003 – Fundamentals

PowerPoint 2003 – Express
PowerPoint 2003 – Fundamentals
Access 2003 – Express
Access 2003 – Fundamentals

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 below) 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 tests, this can be done - generally the same day and at no additional 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 2010 – Standard (New)
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
Digital Literacy 2010 (New)
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 (ask for more details on these assessments)

Identity – Cognitive (CO/COG)

Identity – Risk Free (RF/RSF)

Identity – Management (MA/MGT)

Identity – Productivity (PR/PRO)

Identity – Sales (SA/SAL)

Identity – Service (SA/CSV)

Identity – Supervision (SU/SUP)

Identity – Industrial (LI/LIS)

Identity – Workplace Skills (WS/GWS)

Identity – Workplace Personality (WP/GPP)

Identity – Health Care (HC/HCS)

Please note: extra cost applies for the Identity assessments

TalentScout – Computer Adaptive Testing (cutting skill testing time by up to 50%)

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

Please note: extra cost applies for the TalentScout assessments

Other important notes:

- ✚ Online account branding with your logo is available (nominal extra cost) (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)
- ✚ Score Reports may be delivered in PDF format to protect the integrity of the report and prevent alteration by third parties (score report security ensured)