

Software - Microsoft Office

Test candidate competencies in the latest Microsoft Office applications. Whether your goal is employee selection, workforce development, or education and training, SkillCheck provides the highest quality tests, test content, and test development tools to meet your most exacting needs.

Our Standard Tests package meets the highest standards of psychometric validation for employment selection. SkillCheck's huge, industry-leading test item banks are ideal for trainers and educators who want to precisely map assessments to training and course curricula - the best way to measure the effectiveness of training.

Key Features

- SkillCheck Software Skills tests on Microsoft Office allow test takers to answer questions by performing tasks in any way the actual office software allows - with no need to buy the actual software.
- In addition to providing standard, validated tests on all Microsoft Office products, SkillCheck also provides 100-200 test questions per Microsoft Office application, covering all major features of all Office versions (including Office 2003).
- With SkillCheck's advanced test-making tools, administrators can create tests that include questions from any SkillCheck test product, or combine their own questions with SkillCheck's advanced simulation test items!
- SkillCheck MS Office tests are available for PCs and networks and on the Internet.

Advanced Test-Making Capability

With SkillCheck's advanced test customisation, a test administrator can create tests that combine questions from any SkillCheck test database into a single test. The new SkillCheck ItemWriter also allows test administrators to create their own test questions (multiple-choice, true-false, fill-in-the-blank and matching) and combine those questions with any SkillCheck question to create a test that perfectly fits any need!

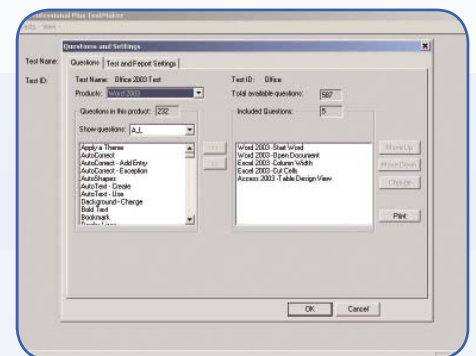
Using SkillCheck's advanced test-making features, a test administrator can create a test customised to a specific Microsoft Office training program or job that includes the use of one or more Microsoft Office application.

Advanced Reporting

SkillCheck Microsoft Office reporting features provide more information and more views of examinees test results, all at the click of a mouse. This advanced capability enables you to analyse a candidate's test performance in relationship to other test takers. And profile reports can display data from all tests taken by a single candidate, or all candidates who have taken a particular test.

The SkillCheck Professional Testing System

The SkillCheck Professional System includes tests on the widest range of competencies in Microsoft Office, clerical, medical, legal, call centre, accounting, behavioural, computer literacy, IT, food services, retail sales and light industrial areas.



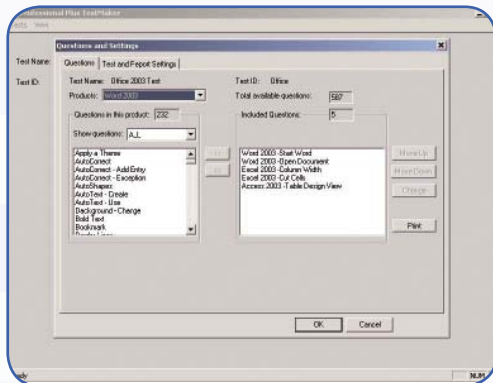
Included Tests

SkillCheck's Microsoft Office test products are available for:

- Office 2003
- Office XP
- Office 2000
- Office 97

SkillCheck SoftwareSkills testing is also available for other software including:

- Office 2003
- Office XP
- Office 2000
- Office 97

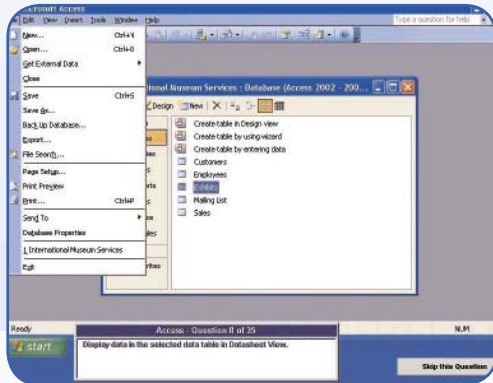


Test administrators can customise tests in any number of ways - even create their own questions

Available Tests:

SkillCheck Microsoft Office test products are available for:

- Office 97 - (Word, Excel, PowerPoint, Access, Outlook)
- Office 2000 - (Word, Excel, PowerPoint, Access, Outlook)
- Office 2003 - (Word, Excel, PowerPoint, Access, Outlook)
- Office XP - (Word, Excel, PowerPoint, Access, Outlook)

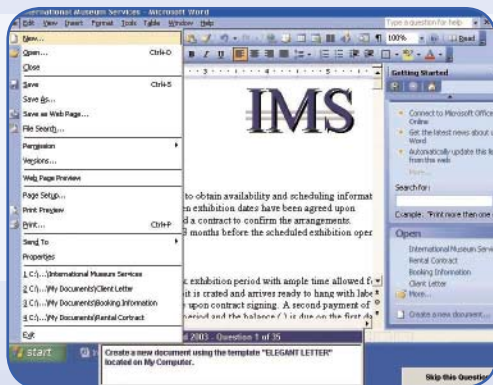


With SkillCheck's Microsoft Office tests, examinees perform tasks any way the actual software allows

SkillCheck software skills testing is also available for other software, including Windows, WordPerfect and Lotus 1-2-3.

The SkillCheck Professional Testing System:

The SkillCheck Professional System includes tests on the widest range of competencies in Microsoft Office, clerical, medical, legal, call centre, accounting, behavioural, computer literacy, IT, food services, retail sales and light industrial areas.



Test on all versions of Microsoft Office, including NEW Office 2003!

Pricing and Packaging:

For more information on pricing and packaging, please call us on **08703 213444**

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