

Category	Test Name	Test Type	Test Description	Language	Items	Admin Time
Accounting & Finance - Accounting Knowledge	Accounting - Financial Statements	Skill/ Knowledge	This test contains questions on Financial Statements including calculating ratios, return on investments, net worth, profitability, gearing as well as relevant terminology.	English	25	20 minutes
Accounting & Finance - Accounting Knowledge	Accounting - Advanced Accounting	Skill/ Knowledge	This test contains questions on advanced accounting topics such as taxes, auditing, financial accounting and accounting-related legal issues.	English	30	25 minutes
Accounting & Finance - Accounting Knowledge	Accounting - Accountant Knowledge	Skill/ Knowledge	This test contains questions on common skills required by an accountant, such as accounts payable, accounts receivable, depreciation, inventory, terminology, and general accounting practices.	English	40	25 minutes
Accounting & Finance - Accounting Knowledge	Accounting - Accounts Payable	Skill/ Knowledge	This test contains questions on common knowledge and skills required by someone managing accounts payable including standard accounts payable concepts, procedures and calculations.	English	35	25 minutes
Accounting & Finance - Accounting Knowledge	Accounting - Accounts Receivable	Skill/ Knowledge	This test contains questions on accounts receivable skills, such as journal entries, identifying statement debits and credits, cash receipts, terms, early payment discounts as wells as terminology and general accounting practices.	English	44	25 minutes
Accounting & Finance - Accounting Knowledge	Accounting - Business Documents	Skill/ Knowledge	This test contains questions on understanding Business Documents, such as checks, invoices, statements, shipping notes, credit notes as well as creating invoices and posting journal entries.	English	35	25 minutes
Accounting & Finance - Accounting Knowledge	Accounting - Bookkeeper Knowledge	Skill/ Knowledge	This test contains questions on bookkeeping skills, such as identifying statement debits and credits, reasonable recording, journal identification, disbursements, assets and liabilities, posting, terminology, and general accounting practices.	English	45	25 minutes
Accounting & Finance - Accounting Knowledge	Accounting - Cost Accounting	Skill/ Knowledge	This test contains questions on Cost Accounting, such as identifying Includable and Excludable expenses, deferred costs, as well as relevant terminology.	English	12	25 minutes
Accounting & Finance - Accounting Knowledge	Accounting - Credits and Debits	Skill/ Knowledge	This test contains questions how various items would be classified when posted to an account, as a credit or a debit.	English	40	25 minutes
Accounting & Finance - Accounting Knowledge	Accounting - Math Skills	Skill/ Knowledge	This test contains questions on the most commonly used accounting math skills, such as calculations requiring addition, subtraction, multiplication, division, and percentages.	English	30	25 minutes
Accounting & Finance - Accounting Knowledge	Accounting - Payroll	Skill/ Knowledge	This test contains questions on Payroll skills including preparing and filing tax forms, calculating salaries, calculating employer contributions, journal entries as well as relevant terminology.	English	35	25 minutes
Accounting & Finance - Accounting Knowledge	Accounting - Taxes	Skill/ Knowledge	This test contains questions on the most commonly used accounting tax skills, such as payroll form identification, tax law, Medicare and Social Security withholding, and capital gains.	English	30	25 minutes
Accounting & Finance - Accounting Knowledge	Accounting - Terminology	Skill/ Knowledge	This test contains questions on common skills required by an accountant, such as accounts payable, accounts receivable, depreciation, inventory, terminology, and general accounting practices.	English	35	25 minutes
Accounting & Finance - Accounting Office	Shorthand - Accounting (Audio)	Skill/ Knowledge	Using pen and paper, examinees transcribe audio into shorthand. Examinees then type their own shorthand notes into the space provided on the computer screen.	English	Time-Based	5 minutes
Accounting & Finance - Accounting Office	Typing Test - Accounting	Simulation	Tests typing speed and error rate while copying a text.	English	Time-Based	5 minutes
Accounting & Finance - Accounting Office	Transcription - Accounting	Simulation	Examinees type a document that is read aloud.	English	Time-Based	5 minutes
Accounting & Finance - Accounting Office	Spelling - Accounting	Skill/ Knowledge	The applicant is asked to select the correct spelling of words specific to accounting environments.	English	Time-Based	15 minutes
Accounting & Finance - Accounting Office	Vocabulary - Accounting/Bookkeeping	Skill/ Knowledge	The applicant is asked to select the correct meaning of words specific to accounting environments.	English	Time-Based	15 minutes

Accounting & Finance - Banking	Data Entry - Checks	Simulation	The applicant is asked to type details from a series of checks into an on-screen form. Scores are based on speed and accuracy.	English	Time-Based	5 minutes
Accounting & Finance - Banking	Data Entry - Decimals	Simulation	The applicant is asked to type numbers that include decimals using the keyboard. Scores are based on speed and accuracy.	English	Time-Based	5 minutes
Accounting & Finance - Banking	Typing Test - Banking and Finance	Simulation	Examinees are asked to type numbers that include terminology related to banking and finance. Scores measure typing speed and accuracy.	English	Time-Based	5 minutes
Accounting & Finance - Banking	Bank Teller - Teller Knowledge	Skill/ Knowledge	This test contains questions on common skills required by bank tellers, such as knowledge of banking products, proper banking procedures and issues related to security and fraud.	English	35	15 minutes
Accounting & Finance - Banking	Bank Teller - Money Handling	Skill/ Knowledge	This test contains questions related to working with currency, checks and other items related to duties as a bank teller. Questions include interactive exercises in cashing checks, handling deposits, spotting fraudulent items and reconciling a cash drawer.	English	30	15 minutes
Accounting & Finance - Banking	Finance - Credit and Collections	Skill/ Knowledge	Assesses an understanding of consumer and commercial credit issues including billing procedures, credit and collection laws, rules and procedures.	English	35	20 minutes
Accounting & Finance - Banking	Finance - Consumer Finance	Skill/ Knowledge	Assesses an understanding of consumer finance issues including credit monitoring, debt concepts, educational finance, investment, planning and insurance.	English	35	20 minutes
Accounting & Finance - Banking	Finance - Financial Analysis	Skill/ Knowledge	Assesses an understanding of financial analysis procedures and techniques including investment and analysis concepts, financial statements and financial data resources.	English	35	20 minutes
Accounting & Finance - Banking	Finance - Financial Knowledge	Skill/ Knowledge	Assesses foundational knowledge of financial issues including financial markets and business structures, financial management and analysis concepts, currency markets, business ethics and law.	English	35	20 minutes
Accounting & Finance - Banking	Finance - Financial Management	Skill/ Knowledge	Assesses an understanding of financial management knowledge and skill including financial management concepts and calculations, debt and debt restructuring, financial reorganization and Sarbanes-Oxley issues.	English	35	20 minutes
Accounting & Finance - Banking	Finance - Insurance - Health	Skill/ Knowledge	Assesses an understanding of various aspects of health insurance including employer-related insurance, elements of health insurance plans, insurance billing and coding.	English	26	20 minutes
Accounting & Finance - Banking	Finance - Insurance	Skill/ Knowledge	Assesses a broad understanding of insurance issues including auto, business, health, life and property insurance.	English	41	25 minutes
Call Center	Data Entry - Call Center (Audio) (F)	Simulation	Listening to a simulated marketing call, examinees are asked to type the required information into an on-screen form.	English	Time-Based	10 minutes
Call Center	Data Entry - Standard (Audio)	Simulation	Examinees enter data into online forms from audio input.	English	Time-Based	5 minutes
Call Center	Data Entry - Sales (Orders)	Simulation	The applicant is asked to type details from a sales order into an on-screen form.	English	Time-Based	5 minutes
Call Center	Data Entry - Sales (Leads)	Simulation	The applicant is asked to type details from a business card into an on-screen form.	English	Time-Based	5 minutes
Call Center	Postal Codes (Audio)	Skill/ Knowledge	Listening to audio, examinees are asked to enter the abbreviated names for US States, US Territories and Canadian Provinces.	English	35	15 minutes
Call Center	Spelling (Audio)	Skill/ Knowledge	Listening to audio, examinees are asked to type the correct spelling for various words.	English	30	20 minutes
Call Center	Spelling - International Geography (Audio)	Skill/ Knowledge	Listening to audio, examinees are asked to type the correct spelling of countries as well international cities and states.	English	40	30 minutes
Call Center	Spelling - US Geography (Audio)	Skill/ Knowledge	Listening to audio, examinees are asked to type the correct spelling of US cities and states.	English	40	30 minutes

Call Center	Call Center - Coding Skills	Skill/ Knowledge	Examinees are given 4 minutes to correctly locate as many correct codes as possible from a list of extensions, country codes and departments.	English	Time-Based	4 minutes
Call Center	Call Center - Service Skills	Skill/ Knowledge	Examinees answer questions on topics such as how best to deal with dissatisfied customers, proper telephone skills and communication techniques.	English	19	10 minutes
Call Center	Call Center - Data Analysis Skills	Skill/ Knowledge	Examinees are shown various price charts and asked to determine which price should be charged for different scenarios.	English	15	30 minutes
Call Center	Call Center - Inbound Sales	Skill/ Knowledge	Examinees answer questions on topics such as sales strategies, features vs. benefits, needs vs. desires, closing a sale as well as effective sales techniques.	English	22	10 minutes
Call Center	Call Center - Outbound Sales	Skill/ Knowledge	Examinees answer questions on topics such as prospecting, features and benefits, needs versus desires, sales strategy, cold call tactics and closing techniques.	English	25	15 minutes
Call Center	Call Center - Telephone Skills	Skill/ Knowledge	Examinees answer questions on topics such as holding and forwarding calls, taking and leaving messages, telephone etiquette as well as telephone terminology.	English	21	10 minutes
Call Center	Call Center Customer Service Simulation	Simulation	This multimedia assessment measures key customer service competencies in a simulated call center scenario. Test takers must decide how to effectively respond to callers while dealing with distractions and generating the best outcome across a variety of scenarios. Test measures customer service, rules adherence, multitasking, keyboarding and call management.	English	NA	35-50 minutes
Clerical Office	Shorthand - Business (Audio)	Skill/ Knowledge	Using pen and paper, examinees transcribe audio text into shorthand. Examinees then type their own shorthand notes into the space provided on the computer screen.	English	Time-Based	5 minutes
Clerical Office	Checking - Names (3min)	Skill/ Knowledge	Examinees are asked to compare 2 sets of names and mark if they match or not.	English	Time-Based	3 minutes
Clerical Office	Checking - Numbers (3min)	Skill/ Knowledge	Examinees are asked to compare 2 sets of numbers and mark if they match or not.	English	Time-Based	3 minutes
Clerical Office	Checking - Standard (3min)	Skill/ Knowledge	Examinees are asked to compare 2 sets of dates, addresses, names as well as words and phrases and mark if they match or not.	English	Time-Based	3 minutes
Clerical Office	Coding - Letters (3min)	Skill/ Knowledge	Examinees are asked to select the correct abbreviation from a list of names, colors, departments, cities and chemicals.	English	Time-Based	3 minutes
Clerical Office	Coding - Numbers (3min)	Skill/ Knowledge	Examinees are asked to select the correct button on a telephone from a list of extensions, area codes, country codes and departments.	English	Time-Based	3 minutes
Clerical Office	Coding - Standard (3min)	Skill/ Knowledge	Examinees are asked to select the correct abbreviation from a list of extensions, departments, names, colors, cities and chemicals.	English	Time-Based	3 minutes
Clerical Office	Data Entry - Alphanumeric (F)	Simulation	The applicant is asked to type names and addresses using the keyboard. Scores are based on speed and accuracy of input.	English	Time-Based	5 minutes
Clerical Office	Data Entry - Numeric (F)	Simulation	Examinees are asked to type numerical information using the computer keypad. Scores are based on speed and accuracy of input.	English	Time-Based	5 minutes
Clerical Office	Filing - Names (4min)	Skill/ Knowledge	Examinees must select the correct location for filing documents based on names and companies.	English	Time-Based	4 minutes
Clerical Office	Filing - Numbers (4min)	Skill/ Knowledge	Examinees must select the correct location for filing documents based on dates and numbers.	English	Time-Based	4 minutes
Clerical Office	Filing - Standard (4min)	Skill/ Knowledge	Examinees must select the correct location for filing documents based on dates, numbers, names and companies.	English	Time-Based	4 minutes
Clerical Office	Typing Test - Technical	Simulation	Examinees are asked to type a document that includes terminology related to technology. Scores measure typing speed and accuracy.	English	Time-Based	5 minutes

Clerical Office	Ten Key Test	Simulation	Examinees are asked to type numerical information using the computer keypad. Scores measure speed and accuracy of input.	English	Time-Based	3 minutes
Clerical Office	Transcription - Business	Simulation	Examinees type a document that is read aloud.	English	Time-Based	5 minutes
Clerical Office	Letter Setup - Alternative Block	Simulation	Examinees are asked to set up a standard letter in the alternative block format.	English	3	10 minutes
Clerical Office	Letter Setup - Block	Simulation	Examinees are asked to set up a standard letter in the standard block format.	English	3	10 minutes
Clerical Office	Letter Setup - Letter Head Block	Simulation	Examinees are asked to set up a standard letter in the letter head block format.	English	3	10 minutes
Clerical Office	Proofreading - Error Detection (form B)	Skill/ Knowledge	Examinees must find and highlight 20 errors found in on-screen text.	English	NA	10 minutes
Clerical Office	Proofreading - Error Detection (form A)	Skill/ Knowledge	Examinees must find and highlight 20 errors found in on-screen text.	English	NA	10 minutes
Clerical Office	Letter Setup - Semi Block	Simulation	Examinees are asked to set up a standard letter in the semi-block format.	English	3	10 minutes
Clerical Office	Basic Office Manager Skills	Skill/ Knowledge	Examinees are asked questions relating to managing staff, measuring employee performance and productivity, and recommending raises and promotions.	English	30	20 minutes
Clerical Office	Basic Customer Service Skills	Skill/ Knowledge	Customer Service questions on topics such as how best to deal with dissatisfied customers, proper telephone skills as well as Customer Service techniques.	English	32	15 minutes
Clerical Office	Telephone Message Taking Skills	Skill/ Knowledge	Examinees see a telephone message displayed briefly and are then asked 5 questions relating to the message.	English	35	20 minutes
Clerical Office	Receptionist Skills	Skill/ Knowledge	This test contains questions relating to receptionist skills such as recognizing names and faces, taking messages and forwarding calls.	English	34	35 minutes
Clerical Office	Secretarial Skills	Skill/ Knowledge	This test contains questions relating to secretarial skills such as recognizing names and faces, taking messages, and using judgment and discretion.	English	34	30 minutes
Clerical Office	Telephone Skills	Skill/ Knowledge	This test contains questions relating to basic telephone techniques, manners, judgment and discretion as well as message taking.	English	32	20 minutes
Clerical Office	Postal Codes	Skill/ Knowledge	Examinees are asked to enter the abbreviated names for US States, US Territories and Canadian Provinces.	English	40	15 minutes
Clerical Office	Typing Test - One Space Version (3 min)	Simulation	Examinees are asked to type text from a copy. Scores measure typing speed and error rate. This test has single spaces between sentences.	English	Time-Based	3 minutes
Clerical Office	Typing Test - One Space Version	Simulation	Examinees are asked to type text from a copy. Scores measure typing speed and error rate. This test has single spaces between sentences.	English	Time-Based	5 minutes
Clerical Office	Typing Test - One Space Version (1min)	Simulation	Examinees are asked to type text from a copy. Scores measure typing speed and error rate. This test has single spaces between sentences.	English	Time-Based	1 Minute
Clerical Office	Typing Test	Simulation	Examinees are asked to type text from a copy. Scores measure typing speed and error rate.	English	Time-Based	5 minutes
Clerical Office	Typing Test - 3min	Simulation	Examinees are asked to type text from a copy. Scores measure typing speed and error rate.	English	Time-Based	3 minutes
Clerical Office	Filing - Names	Skill/ Knowledge	Examinees must select the correct location for filing documents based on names and companies.	English	Time-Based	15 Minutes
Clerical Office	Filing - Numbers HT	Skill/ Knowledge	Examinees must select the correct location for filing documents based on dates and numbers.	English	Time-Based	15 Minutes

Clerical Office	Filing - Standard	Skill/ Knowledge	Examinees must select the correct location for filing documents based on dates, numbers, names and companies.	English	Time-Based	15 Minutes
Clerical Office	Grammar - Business	Skill/ Knowledge	Examinees are asked to select grammatically correct sentences specific to business environments.	English	Time-Based	15 minutes
Clerical Office	Grammar - General	Skill/ Knowledge	Examinees are asked to select grammatically correct sentences.	English	Time-Based	15 minutes
Clerical Office	Math - General (timed 20min)	Skill/ Knowledge	This test contains questions that measure commonly used math skills, such as addition, subtraction, multiplication, division and percentages. Timed 20 minutes maximum.	English	Time-Based	20 minutes
Clerical Office	Math - General (form B)	Skill/ Knowledge	This test contains questions that measure commonly used math skills, such as addition, subtraction, multiplication, division and percentages. Uses "Multiple-Choice" item format.	English	30	20 minutes
Clerical Office	Math - General	Skill/ Knowledge	This test contains questions that measure commonly used math skills, such as addition, subtraction, multiplication, division and percentages. Uses fill-in-the-blank item format.	English	30	20 minutes
Clerical Office	Reading Comprehension - Basic Skills	Skill/ Knowledge	This test is a 15 item test without review timed at 25 minutes. It is composed of groups of three questions per text sample for a total of 5 text samples. It requires test takers to read passages and answer questions that require applying understanding of what they have read.	English	15	25 minutes
Clerical Office	Reading Comprehension - General	Skill/ Knowledge	This test is a 20 item test with review timed to 30 minutes. Each item has a different text sample. It requires test takers to read passages and answer questions that require applying understanding of what they have read.	English	20	30 minutes
Clerical Office	Spelling - Business	Skill/ Knowledge	Examinees select the correct spelling of words specific to business environments.	English	Time-Based	15 minutes
Clerical Office	Spelling - Geography	Skill/ Knowledge	Examinees are asked to select the correct spelling of countries as well as US and international cities and states.	English	40	30 minutes
Clerical Office	Spelling	Skill/ Knowledge	Examinees select the correct spelling of words in general use.	English	Time-Based	15 minutes
Clerical Office	Vocabulary - Business	Skill/ Knowledge	Examinees are asked to select the correct meaning of words specific to business environments.	English	Time-Based	15 minutes
Clerical Office	Vocabulary	Skill/ Knowledge	Examinees are asked to select the correct meaning of words in general use.	English	Time-Based	15 minutes
Digital Literacy	Digital Literacy - Computing	Combination	Questions covering topics such as PC components (mouse, monitor, printers), data storage devices (DVD, CD, Flash drives), ports (keyboard, monitor, printer) and general operation of operating systems and software. Includes MS Office 2010 and Windows 7 simulations.	English	Time-Based	60 minutes
Digital Literacy	Digital Literacy - Essentials	Combination	This test measures ability to utilize computer hardware and software including the ability to identify important hardware components, use of the computer operating system, perform common application functions, and use email and browsing applications.	English	Time-Based	60 minutes
Digital Literacy	Digital Literacy - Internet	Combination	Questions covering topics such as applications (internet browsing, sending and receiving email) as well as terminology and general computing concepts.	English	Time-Based	60 minutes
Digital Literacy	Digital Literacy - Software Skills	Combination	Questions covering topics such as file management, system maintenance, commonly used features of Windows and Windows-based applications as well as terminology and general computing concepts. Includes MS Office 2010 and Windows 7 simulations.	English	Time-Based	60 minutes
Digital Literacy	Digital Literacy 2014 - Computing	Simulation	This test covers topics such as networks/internet, applications, hardware, and software. Test takers will also solve simple, common computer problems or issues. Includes MS Office 2013 and Windows 8 simulations.	English	34	30 Minutes

Digital Literacy	Digital Literacy 2014 - Essentials	Simulation	This test measures the ability to identify important hardware components, operating system requirements, common application functions, and email and browsing applications. Includes MS Office 2013, Windows 8 and Internet Explorer 10 simulations.	English	40	30 Minutes
Digital Literacy	Digital Literacy 2014 - Internet	Simulation	This test covers topics such as internet browsing, sending and receiving email, data security, and basic terminology and concepts of internet usage. Includes Internet Explorer 10 simulations.	English	34	30 Minutes
Digital Literacy	Digital Literacy 2014 - Software Skills	Simulation	This test covers topics such as file management, editing, shortcuts, system maintenance, commonly used features of Windows and Windows-based applications and software functions. Includes MS Office 2013 and Windows 8 simulations.	English	28	30 Minutes
Digital Literacy	Basic Computer Literacy	Simulation	This test measures ability to use basic computer skills such as Editing, Passwords, Mousing, Printing, Navigation, Typing, and Windows.	English	25	15 minutes
Digital Literacy	Digital Literacy 2020 - Standard	Skill/ Knowledge	This test covers popular digital topics such as computing, internet, software skills. Includes MS Office Word and Excel multiple choice questions.	English	38	30 Minutes
Industrial	Reading Comprehension - Industrial	Skill/ Knowledge	This test measures basic reading comprehension abilities, asking the candidate to answer questions based on text in a reading passage.	English	43	35 minutes
Software Skills	MS Office Productivity	Simulation	An assessment that measures skill level with the features of Microsoft Office that enhance the productive use of Office applications (such as shortcut keys and productivity functions such as macros).	English	20	20 minutes
Software Skills	Access 2007 - Advanced Skills (timed 30min)	Simulation	Questions for the advanced user of Microsoft Access features such as file management, Access forms, queries, reports, tables, customizing Access and Access and the internet.	English	Time-Based	30 minutes
Software Skills	Access 2007 - Basic Skills (timed 30min)	Simulation	Questions for the beginner user of Microsoft Access features such as file management, Access forms, queries, reports, tables and customizing Access.	English	Time-Based	30 minutes
Software Skills	Access 2007 - Standard (timed 30min)	Simulation	Questions on the most commonly used Microsoft Access features such as file management, Access forms, queries, reports, tables, customizing Access and Access and the Internet.	English	Time-Based	30 minutes
Software Skills	Access 2007 - Advanced Skills	Simulation	Questions for the advanced user of Microsoft Access features such as file management, Access forms, queries, reports, tables, customizing Access and Access and the internet.	English	34	30 minutes
Software Skills	Access 2007 - Basic Skills	Simulation	Questions for the beginner user of Microsoft Access features such as file management, Access forms, queries, reports, tables and customizing Access.	English	34	30 minutes
Software Skills	Access 2007 - Standard	Simulation	Questions on the most commonly used Microsoft Access features such as file management, Access forms, queries, reports, tables, customizing Access and Access and the Internet.	English	35	30 minutes
Software Skills	Access 2010 - Advanced Skills (No Review)	Simulation	Questions for the advanced user of Microsoft Access features such as file management, Access forms, queries, reports, tables, as well as tools and automation.	English	32	30 minutes
Software Skills	Access 2010 - Advanced Skills	Simulation	Questions for the advanced user of Microsoft Access features such as file management, Access forms, queries, reports, tables, as well as tools and automation. Includes end-of-test review feature.	English	32	30 minutes
Software Skills	Access 2010 - Advanced Skills (timed 30min)	Simulation	Questions for the advanced user of Microsoft Access features such as file management, Access forms, queries, reports, tables, as well as tools and automation.	English	Time-Based	30 minutes
Software Skills	Access 2010 - Basic Skills (No Review)	Simulation	Questions for the beginner user of the Microsoft Access features such as file management, Access forms, queries, reports, tables, as well as tools and automation.	English	32	30 minutes
Software Skills	Access 2010 - Basic Skills	Simulation	Questions for the beginner user of the Microsoft Access features such as file management, Access forms, queries, reports, tables, as well as tools and automation. Includes end-of-test review feature.	English	32	30 minutes
Software Skills	Access 2010 - Basic Skills (timed 30min)	Simulation	Questions for the beginner user of the Microsoft Access features such as file management, Access forms, queries, reports, tables, as well as tools and automation.	English	Time-Based	30 minutes
Software Skills	Access 2010 - Standard (No Review)	Simulation	Questions on the most commonly used Microsoft Access features such as file management, Access forms, queries, reports, tables, as well as tools and automation.	English	35	30 minutes

Software Skills	Access 2010 - Standard	Simulation	Questions on the most commonly used Microsoft Access features such as file management, Access forms, queries, reports, tables, as well as tools and automation. Includes end-of-test review feature.	English	35	30 minutes
Software Skills	Access 2010 - Standard (timed 30min)	Simulation	Questions on the most commonly used Microsoft Access features such as file management, Access forms, queries, reports, tables, as well as tools and automation.	English	Time-Based	30 minutes
Software Skills	Access 2013 Advanced	Simulation	Questions for the advanced user of Microsoft Access 2013 features such as file management, Access forms, queries, reports, tables, customizing Access and Access and the internet.	English	33	30 minutes
Software Skills	Access 2013 Advanced (Timed 30 minutes)	Simulation	Questions for the advanced user of Microsoft Access 2013 features such as file management, Access forms, queries, reports, tables, customizing Access and Access and the internet.	English	Time-Based	30 minutes
Software Skills	Access 2013 Beginner	Simulation	Questions for the beginner user of the Microsoft Access 2013 features such as file management, Access forms, queries, reports, tables, as well as tools and automation.	English	32	30 minutes
Software Skills	Access 2013 Beginner (Timed 30 minutes)	Simulation	Questions for the beginner user of the Microsoft Access 2013 features such as file management, Access forms, queries, reports, tables, as well as tools and automation.	English	Time-Based	30 minutes
Software Skills	Access 2013 - Intermediate	Simulation	Questions on the most commonly used Microsoft Access 2013 features such as file management, Access forms, queries, reports, tables, as well as tools and automation. Includes end-of-test review feature.	English	37	30 minutes
Software Skills	Access 2013 - Intermediate (timed 30min)	Simulation	Questions on the most commonly used Microsoft Access 2013 features such as file management, Access forms, queries, reports, tables, as well as tools and automation. This version is timed at 30 minutes, and includes end-of-test review feature.	English	Time-Based	30 minutes
Software Skills	Access 2013 Table Module	Simulation	Questions on Microsoft Access 2013 Tables	English	15	30 Minutes
Software Skills	Chrome	Simulation	Questions on the most commonly used Google Chrome features such as customizing Chrome, file management, browsing web pages and searching the internet. Includes end-of-test review feature. Released in 2018.	English	30	20 Minutes
Software Skills	Excel 2013 Function Module	Simulation	Questions on Microsoft Excel 2013 functions and formulas.	English	15	30 minutes
Software Skills	Excel 2013 Pivot Module	Simulation	Questions on Microsoft Excel Pivot Tables and Pivot Charts	English	15	30 minutes
Software Skills	Excel 2016 - Advanced	Simulation	Questions on the most commonly used Microsoft Excel 2016 features such as analysis, editing, file management, formatting, graphics, printing, and tools and automation. Includes end-of-test review feature.	English	30	30 minutes
Software Skills	Excel 2016 - Beginner	Simulation	Questions on the most commonly used Microsoft Excel 2016 features such as file management, editing, formatting, and printing. Includes end-of-test review feature.	English	32	30 minutes
Software Skills	Excel 2016 - Intermediate	Simulation	Questions on the most commonly used Microsoft Excel 2016 features such as file management, editing, formatting, analysis, graphics, printing and tools and automation. Includes end-of-test review feature.	English	36	30 minutes
Software Skills	G Suite - Transition from MS Office	Skill/ Knowledge	Questions for the beginner user Comparing Microsoft Office with GoogleSuite features such as file management, editing, formatting, printing, as well as tools and automation.	English	36	30 minutes
Software Skills	G Suite - Beginner	Simulation	Questions for the beginner user of GoogleSuite features such as file management, editing, formatting, printing, as well as tools and automation.	English	36	30 minutes
Software Skills	Internet Explorer 10 - Intermediate	Simulation	Questions on the most commonly used Microsoft Internet Explorer 10 features such as customizing Internet Explorer, file management, browsing web pages and searching the internet. Includes end-of-test review feature.	English	30	30 minutes

Software Skills	Internet Explorer 10 - Intermediate (timed 30min)	Simulation	Questions on the most commonly used Microsoft Internet Explorer 10 features such as customizing Internet Explorer, file management, browsing web pages and searching the internet. Includes end-of-test review feature. This version is timed at 30 minutes, and includes end-of-test review feature.	English	Time-Based	30 minutes
Software Skills	Internet Explorer 11 - Intermediate	Simulation	Questions on the most commonly used Microsoft Internet Explorer 11 features such as customizing Internet Explorer, file management, browsing web pages and searching the internet. Includes end-of-test review feature.	English	30	31 minutes
Software Skills	Internet Explorer 11 - Intermediate (timed 30min)	Simulation	Questions on the most commonly used Microsoft Internet Explorer 11 features such as customizing Internet Explorer, file management, browsing web pages and searching the internet. This version is timed for 30 minutes and includes the test review feature if there is still time left in the test.	English	Time-Based	30 minutes
Software Skills	Internet Explorer 7.0	Simulation	Questions on the most commonly used Microsoft Internet Explorer features such as customizing Internet Explorer, file management, browsing web pages and searching the internet.	English	30	30 minutes
Software Skills	Internet Explorer 8.0	Simulation	Questions on the most commonly used Microsoft Internet Explorer 8 features such as customizing Internet Explorer, file management, browsing web pages and searching the internet.	English	Time-Based	60 minutes
Software Skills	Internet Explorer 9.0	Simulation	Questions on the most commonly used Microsoft Internet Explorer 9 features such as customizing Internet Explorer, file management, browsing web pages and searching the internet.	English	30	30 minutes
Software Skills	Lotus Notes 8.5	Simulation	Questions covering the end user component of Lotus Notes 8.5, topics such as browser features, calendar and scheduling, databases and documents, email as well as notes terminology.	English	Time-Based	55 minutes
Software Skills	Lotus Notes Admin	Simulation	Questions covering the administration component of Lotus Notes, topics such as agents, groups, database maintenance, domino security and implementation, domino and client configuration, troubleshooting domino server, registering users and templates.	English	44	35 minutes
Software Skills	Lotus Notes End-User	Simulation	Questions covering the end user component of Lotus Notes, topics such as browser features, calendar and scheduling, databases and documents, email as well as notes terminology.	English	30	35 minutes
Software Skills	Outlook 2007	Simulation	Questions on the most commonly used Microsoft Outlook features such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks.	English	25	30 minutes
Software Skills	Outlook 2010 (No Review)	Simulation	Questions on the most commonly used Microsoft Outlook 2010 features such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks.	English	25	30 minutes
Software Skills	Outlook 2010 - Standard (Review)	Simulation	Questions on the most commonly used Microsoft Outlook 2010 features such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks.	English	25	30 minutes
Software Skills	Outlook 2013 - Intermediate	Simulation	Questions on the most commonly used Microsoft Outlook 2013 features such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks. Includes end-of-test review feature.	English	35	30 minutes
Software Skills	Outlook 2013 - Intermediate (timed 30min)	Simulation	Questions on the most commonly used Microsoft Outlook 2013 features such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks. This version is timed at 30 minutes, and includes end-of-test review feature.	English	Time-Based	30 minutes
Software Skills	Outlook 2016 - Intermediate	Simulation	Questions on the most commonly used Microsoft Outlook 2016 features such as Calendars, Contacts, Mail, and Tools. Includes end-of-test review feature.	English	35	31 minutes
Software Skills	PowerPoint 2007 - Advanced Skills (timed 30min)	Simulation	Questions for the advanced user of Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint and PowerPoint and the Internet.	English	Time-Based	30 minutes

Software Skills	PowerPoint 2007 - Basic Skills (timed 30min)	Simulation	Questions for the beginner user of Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint and PowerPoint and the Internet.	English	Time-Based	30 minutes
Software Skills	PowerPoint 2007 - Standard (timed 30min)	Simulation	Questions on the most commonly used Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint and PowerPoint and the Internet.	English	Time-Based	30 minutes
Software Skills	PowerPoint 2007 - Advanced Skills	Simulation	Questions for the advanced user of Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint and PowerPoint and the Internet.	English	33	30 minutes
Software Skills	PowerPoint 2007 - Basic Skills	Simulation	Questions for the beginner user of Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint and PowerPoint and the Internet.	English	29	30 minutes
Software Skills	PowerPoint 2007 - Standard	Simulation	Questions on the most commonly used Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as customizing PowerPoint and PowerPoint and the Internet.	English	35	30 minutes
Software Skills	PowerPoint 2010 - Advanced Skills (No Review)	Simulation	Questions for the advanced user of Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation.	English	26	30 minutes
Software Skills	PowerPoint 2010 - Advanced Skills	Simulation	Questions for the advanced user of Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation. Includes end-of-test review feature.	English	26	30 minutes
Software Skills	PowerPoint 2010 - Advanced Skills (timed 30 min)	Simulation	Questions for the advanced user of Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation.	English	Time-Based	30 minutes
Software Skills	PowerPoint 2010 - Basic Skills (No Review)	Simulation	Questions for the beginner user of Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation.	English	24	30 minutes
Software Skills	PowerPoint 2010 - Basic Skills	Simulation	Questions for the beginner user of Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation. Includes end-of-test review feature.	English	24	30 minutes
Software Skills	PowerPoint 2010 - Basic Skills (timed 30min)	Simulation	Questions for the beginner user of Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation.	English	Time-Based	30 minutes
Software Skills	PowerPoint 2010 - Standard (No Review)	Simulation	Questions on the most commonly used Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation.	English	35	30 minutes
Software Skills	PowerPoint 2010 - Standard	Simulation	Questions on the most commonly used Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation. Includes end-of-test review feature.	English	35	30 minutes
Software Skills	PowerPoint 2010 - Standard (timed 30min)	Simulation	Questions on the most commonly used Microsoft PowerPoint features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation.	English	Time-Based	30 minutes

Software Skills	PowerPoint 2013 Advanced	Simulation	Questions for the advanced user of Microsoft PowerPoint 2013 features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation.	English	26	30 minutes
Software Skills	PowerPoint 2013 Advanced (Timed 30 minutes)	Simulation	Questions for the advanced user of Microsoft PowerPoint 2013 features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation.	English	Time-Based	30 minutes
Software Skills	PowerPoint 2013 Beginner	Simulation	Questions for the beginner user of Microsoft PowerPoint 2013 features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation.	English	24	30 minutes
Software Skills	PowerPoint 2013 Beginner (Timed 30 minutes)	Simulation	Questions for the beginner user of Microsoft PowerPoint 2013 features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation.	English	Time-Based	30 minutes
Software Skills	PowerPoint 2013 - Intermediate	Simulation	Questions on the most commonly used Microsoft PowerPoint 2013 features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation. Includes end-of-test review feature.	English	33	30 minutes
Software Skills	PowerPoint 2013 - Intermediate (timed 30min)	Simulation	Questions on the most commonly used Microsoft PowerPoint 2013 features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation. This version is timed at 30 minutes, and includes end-of-test review feature.	English	Time-Based	30 minutes
Software Skills	Project 2007	Simulation	Questions covering the most important and frequently used features of Microsoft Project 2007 such as creating projects, adding tasks, resources, noting milestones, entering relationships, costs, status, and editing Gantt.	English	30	30 minutes
Software Skills	PowerPoint 2016 - Beginner	Simulation	Questions on the most commonly used Microsoft PowerPoint 2016 features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation. Includes end-of-test review feature.	English	24	30 minutes
Software Skills	PowerPoint 2016 - Intermediate	Simulation	Questions on the most commonly used Microsoft PowerPoint 2016 features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation. Includes end-of-test review feature.	English	34	30 minutes
Software Skills	Peachtree 8.0	Simulation	This test contains questions on the most commonly used Peachtree Accounting features such as analysis, banking, reports and forms, application use as well as configuration and setup.	English	35	30 minutes
Software Skills	Peachtree 9.0	Simulation	This test contains questions on the most commonly used Peachtree Accounting features such as analysis, banking, reports and forms, application use as well as configuration and setup.	English	35	30 minutes
Software Skills	QuickBooks 2010	Simulation	This test contains questions on the most commonly used QuickBooks Accounting features such as analysis, banking, reports and forms, application use as well as configuration and setup.	English	35	30 minutes
Software Skills	QuickBooks 2019	Simulation	This test contains questions on the most commonly used QuickBooks Accounting features such as analysis, banking, reports and forms, application use as well as configuration and setup.	English	34	30 minutes
Software Skills	Word 2007 - Advanced Skills (timed 30min)	Simulation	Questions for the advanced user of Microsoft Word 2007 features such as cover file management, editing, formatting, printing, desktop publishing and customizing Word.	English	Time-Based	30 minutes
Software Skills	Word 2007 - Basic Skills (timed 30min)	Simulation	Questions for the beginner user of Microsoft Word 2007 features such as file and disk management, printing, running applications and system management.	English	Time-Based	30 minutes
Software Skills	Word 2007 - Standard (timed 30min)	Simulation	Questions covering the most important and frequently used features of Microsoft Word 2007 such as file management, editing, formatting, printing, desktop publishing and customizing Word.	English	Time-Based	30 minutes

Software Skills	Word 2007 - Advanced Skills	Simulation	Questions for the advanced user of Microsoft Word 2007 features such as cover file management, editing, formatting, printing, desktop publishing and customizing Word.	English	37	30 minutes
Software Skills	Word 2007 - Basic Skills	Simulation	Questions for the beginner user of Microsoft Word 2007 features such as file and disk management, printing, running applications and system management.	English	30	30 minutes
Software Skills	Word 2007 - Standard	Simulation	Questions covering the most important and frequently used features of Microsoft Word 2007 such as file management, editing, formatting, printing, desktop publishing and customizing Word.	English	35	30 minutes
Software Skills	Word 2010 - Advanced Skills (No Review)	Simulation	Questions for the advanced user of Microsoft Word features such as cover file management, editing, formatting, printing, as well as tools and automation.	English	37	30 minutes
Software Skills	Word 2010 - Advanced Skills	Simulation	Questions for the advanced user of Microsoft Word features such as cover file management, editing, formatting, printing, as well as tools and automation. Includes end-of-test review feature.	English	37	30 minutes
Software Skills	Word 2010 - Advanced Skills (timed 30min)	Simulation	Questions for the advanced user of Microsoft Word features such as cover file management, editing, formatting, printing, as well as tools and automation.	English	Time-Based	30 minutes
Software Skills	Word 2010 - Basic Skills (No Review)	Simulation	Questions for the beginner user of Microsoft Word features such as file management, editing, formatting, printing, as well as tools and automation.	English	30	30 minutes
Software Skills	Word 2010 - Basic Skills	Simulation	Questions for the beginner user of Microsoft Word features such as file management, editing, formatting, printing, as well as tools and automation. Includes end-of-test review feature.	English	30	30 minutes
Software Skills	Word 2010 - Basic Skills (timed 30min)	Simulation	Questions for the beginner user of Microsoft Word features such as file management, editing, formatting, printing, as well as tools and automation.	English	Time-Based	30 minutes
Software Skills	Word 2010 - Standard (No Review)	Simulation	Questions covering the most important and frequently used features of Microsoft Word such as file management, editing, formatting, printing, as well as tools and automation.	English	35	30 minutes
Software Skills	Word 2010 - Standard	Simulation	Questions covering the most important and frequently used features of Microsoft Word such as file management, editing, formatting, printing, as well as tools and automation. Includes end-of-test review feature.	English	35	30 minutes
Software Skills	Word 2010 - Standard (timed 30min)	Simulation	Questions covering the most important and frequently used features of Microsoft Word such as file management, editing, formatting, printing, as well as tools and automation.	English	Time-Based	30 minutes
Software Skills	Word 2013 Advanced	Simulation	Questions for the advanced user of Microsoft Word 2013 features such as cover file management, editing, formatting, printing, as well as tools and automation.	English	37	30 minutes
Software Skills	Word 2013 Advanced (Timed 30 minutes)	Simulation	Questions for the advanced user of Microsoft Word 2013 features such as cover file management, editing, formatting, printing, as well as tools and automation.	English	Time-Based	30 minutes
Software Skills	Word 2013 Beginner	Simulation	Questions for the beginner user of Microsoft Word 2013 features such as file management, editing, formatting, printing, as well as tools and automation.	English	30	30 minutes
Software Skills	Word 2013 Beginner (Timed 30 min)	Simulation	Questions for the beginner user of Microsoft Word 2013 features such as file management, editing, formatting, printing, as well as tools and automation.	English	Time-Based	30 minutes
Software Skills	Word 2013 - Intermediate	Simulation	Questions covering the most important and frequently used features of Microsoft Word 2013 such as file management, editing, formatting, printing, as well as tools and automation. Includes end-of-test review feature.	English	37	30 minutes
Software Skills	Word 2013 - Intermediate (timed 30min)	Simulation	Questions covering the most important and frequently used features of Microsoft Word 2013 such as file management, editing, formatting, printing, as well as tools and automation. This version is timed at 30 minutes, and includes end-of-test review feature.	English	Time-Based	30 minutes
Software Skills	Windows 7 - Intermediate (No Review)	Simulation	Questions covering the most important and frequently used features of Microsoft Windows 7 such as file and disk management, desktop management, printing, running applications system management, as well as tools and help.	English	34	30 minutes

Software Skills	Windows 7 - Intermediate	Simulation	Questions covering the most important and frequently used features of Microsoft Windows 7 such as file and disk management, desktop management, printing, running applications system management, as well as tools and help.	English	35	35 minutes
Software Skills	Windows 8 - Intermediate	Simulation	Questions covering the most important and frequently used features of Microsoft Windows 8 such as file and disk management, desktop management, printing, running applications system management, as well as tools and help. Includes end-of-test review feature.	English	34	30 minutes
Software Skills	Windows 8 - Intermediate (timed 30min)	Simulation	Questions covering the most important and frequently used features of Microsoft Windows 8 such as file and disk management, desktop management, printing, running applications system management, as well as tools and help. This version is timed at 30 minutes, and includes end-of-test review feature.	English	38	30 minutes
Software Skills	Windows 10 - Intermediate	Simulation	Questions covering the most important and frequently used features of Microsoft Windows 10 such as file and disk management, desktop management, networks and internet, running applications system management, and tools. Includes end-of-test review feature.	English	Time-Based	30 minutes
Software Skills	Word 2016 - Advanced	Simulation	Questions for the advanced user of Microsoft Word 2016 features such as file management, editing, formatting, printing, tables and graphics as well as tools and automation. Includes end-of-test review feature.	English	35	30 minutes
Software Skills	Word 2016 - Beginner	Simulation	Questions on the most commonly used Microsoft Word 2016 features such as editing, file management, formatting, printing, tables & graphics, and tools & automation. Includes end-of-test review feature.	English	30	30 minutes
Software Skills	Word 2016 - Intermediate	Simulation	Questions on the most commonly used Microsoft Word 2016 features such as editing, file management, formatting, printing, tables & graphics, and tools & automation. Includes end-of-test feature.	English	37	30 minutes
Software Skills	Word 2013 Table Module	Simulation	Questions on Microsoft Word 2013 Tables	English	15	30 minutes
Software Skills	Windows Vista	Simulation	Questions on the most commonly used Windows Vista features such as creating, deleting and arranging desktop elements, searching, renaming and deleting files using Windows Explorer, launching programs, specifying printers and using Help.	English	30	30 minutes
Software Skills	Excel 2007 - Advanced Skills (timed 30min)	Simulation	Questions for the advanced user of Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.	English	Time-Based	30 minutes
Software Skills	Excel 2007 - Basic Skills (timed 30min)	Simulation	Questions for the beginner user of Microsoft Excel features such as file management, editing, formatting, analysis and customizing Excel.	English	Time-Based	30 minutes
Software Skills	Excel 2007 - Standard (timed 30min)	Simulation	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.	English	Time-Based	30 minutes
Software Skills	Excel 2007 - Advanced Skills	Simulation	Questions for the advanced user of Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.	English	34	30 minutes
Software Skills	Excel 2007 - Basic Skills	Simulation	Questions for the beginner user of Microsoft Excel features such as file management, editing, formatting, analysis and customizing Excel.	English	32	30 minutes
Software Skills	Excel 2007 - Standard	Simulation	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.	English	35	30 minutes
Software Skills	Excel 2010 - Advanced Skills (No Review)	Simulation	Questions for the advanced user of Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation.	English	34	30 minutes
Software Skills	Excel 2010 - Advanced Skills	Simulation	Questions for the advanced user of Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation. Includes end-of-test review feature.	English	34	30 minutes

Software Skills	Excel 2010 - Advanced Skills (timed 30min)	Simulation	Questions for the advanced user of Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation.	English	Time-Based	30 minutes
Software Skills	Excel 2010 - Basic Skills (No Review)	Simulation	Questions for the beginner user of Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation.	English	32	30 minutes
Software Skills	Excel 2010 - Basic Skills	Simulation	Questions for the beginner user of Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation. Includes end-of-test review feature.	English	32	30 minutes
Software Skills	Excel 2010 - Basic Skills (timed 30min)	Simulation	Questions for the beginner user of Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation.	English	Time-Based	30 minutes
Software Skills	Excel 2010 - Standard (No Review)	Simulation	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation.	English	35	30 minutes
Software Skills	Excel 2010 - Standard	Simulation	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation. Includes end-of-test review feature.	English	35	30 minutes
Software Skills	Excel 2010 - Standard (timed 30min)	Simulation	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation.	English	Time-Based	30 minutes
Software Skills	Excel 2013 Advanced	Simulation	Questions for the advanced user of Microsoft Excel 2013 features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.	English	33	30 minutes
Software Skills	Excel 2013 Advanced (Timed 30 minutes)	Simulation	Questions for the advanced user of Microsoft Excel 2013 features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.	English	Time-Based	30 minutes
Software Skills	Excel 2013 Beginner	Simulation	Questions for the beginner user of Microsoft Excel 2013 features such as file management, editing, formatting, analysis and customizing Excel.	English	32	30 minutes
Software Skills	Excel 2013 Beginner Timed (30 minutes)	Simulation	Questions for the beginner user of Microsoft Excel 2013 features such as file management, editing, formatting, analysis and customizing Excel.	English	Time-Based	30 minutes
Software Skills	Excel 2013 - Intermediate	Simulation	Questions on the most commonly used Microsoft Excel 2013 features such as file management, editing, formatting, analysis, and tools and automation. Includes end-of-test review feature.	English	36	30 minutes
Software Skills	Excel 2013 - Intermediate (timed 30min)	Simulation	Questions on the most commonly used Microsoft Excel 2013 features such as file management, editing, formatting, analysis, and tools and automation. This version is timed at 30 minutes, and includes end-of-test review feature.	English	Time-Based	30 minutes
Software Skills	Excel 365 - Intermediate	Simulation	Questions on the most commonly used Microsoft Excel 365 features such as file management, editing, formatting, analysis, graphics, printing and tools and automation. Includes end-of-test review feature.	English	36	30 Minutes
Software Skills	Word 365 - Intermediate	Simulation	Questions on the most commonly used Microsoft Word 365 features such as editing, file management, formatting, printing, tables & graphics, and tools & automation. Includes end-of-test feature.	English	36	30 Minutes
Software Skills	PowerPoint 365 - Intermediate	Simulation	Questions on the most commonly used Microsoft PowerPoint 365 features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation. Includes end-of-test review feature.	English	35	30 Minutes
Software Skills	Outlook 365 - Intermediate	Simulation	Questions on the most commonly used Microsoft Outlook 365 features such as file management, creating and editing messages and using the Calendar.	English	35	30 Minutes
Software Skills	PowerPoint 365 - Beginner	N	Questions on the most commonly used Microsoft PowerPoint 365 features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation. Includes end-of-test review feature.	English	24	30 Minutes

Software Skills	Excel 365 - Beginner	N	Questions on the most commonly used Microsoft Excel 365 features such as file management, editing, formatting, analysis, graphics, printing and tools and automation. Includes end-of-test review feature.	English	32	30 Minutes
Software Skills	Word 365 - Beginner	N	Questions on the most commonly used Microsoft Word 365 features such as editing, file management, formatting, printing, tables & graphics, and tools & automation. Includes end-of-test feature.	English	30	30 Minutes
Software Skills	PowerPoint 365 - Advanced	N	Questions on the most commonly used Microsoft PowerPoint 365 features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation. Includes end-of-test review feature.	English	26	30 Minutes
Software Skills	Excel 365 - ADVANCED	N	Questions on the most commonly used Microsoft Excel 365 features such as file management, editing, formatting, analysis, graphics, printing and tools and automation. Includes end-of-test review feature.	English	34	30 Minutes
Software Skills	Word 365 - ADVANCED	N	Questions on the most commonly used Microsoft Word 365 features such as editing, file management, formatting, printing, tables & graphics, and tools & automation. Includes end-of-test feature.	English	35	30 Minutes
Software Skills	Excel 2016 - Advanced	Simulation	Questions on the most commonly used Microsoft Excel 2016 features such as analysis, editing, file management, formatting, graphics, printing, and tools and automation. Includes end-of-test review feature. Timed Version.	English	30	30 minutes
Software Skills	Excel 2016 - Beginner	Simulation	Questions on the most commonly used Microsoft Excel 2016 features such as file management, editing, formatting, and printing. Includes end-of-test review feature. Timed Version.	English	32	30 minutes
Software Skills	Excel 2016 - Intermediate	Simulation	Questions on the most commonly used Microsoft Excel 2016 features such as file management, editing, formatting, analysis, graphics, printing and tools and automation. Includes end-of-test review feature. Timed version.	English	36	30 minutes
Software Skills	Outlook 2016 - Intermediate	Simulation	Questions on the most commonly used Microsoft Outlook 2016 features such as Calendars, Contacts, Mail, and Tools. Includes end-of-test review feature. Timed version.	English	35	30 minutes
Software Skills	PowerPoint 2016 - Beginner	Simulation	Questions on the most commonly used Microsoft PowerPoint 2016 features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation. Includes end-of-test review feature. Timed version.	English	24	30 minutes
Software Skills	PowerPoint 2016 - Intermediate	Simulation	Questions on the most commonly used Microsoft PowerPoint 2016 features such as file management, creating and editing presentations and slideshows, inserting and editing graphics as well as tools and automation. Includes end-of-test review feature. Timed version.	English	34	30 minutes
Software Skills	Word 2016 - Advanced	Simulation	Questions for the advanced user of Microsoft Word 2016 features such as file management, editing, formatting, printing, tables and graphics as well as tools and automation. Includes end-of-test review feature. Timed version.	English	35	30 minutes
Software Skills	Word 2016 - Beginner	Simulation	Questions on the most commonly used Microsoft Word 2016 features such as editing, file management, formatting, printing, tables & graphics, and tools & automation. Includes end-of-test review feature. Timed version.	English	30	30 minutes
Software Skills	Word 2016 - Intermediate	Simulation	Questions on the most commonly used Microsoft Word 2016 features such as editing, file management, formatting, printing, tables & graphics, and tools & automation. Includes end-of-test feature. Timed version.	English	37	30 minutes
Software Skills	Word 365 - ADVANCED (30 min)	Simulation	Questions on the most commonly used Microsoft Word 365 features such as editing, file management, formatting, printing, tables & graphics, and tools & automation. Includes end-of-test feature.	English	35	30 Minutes

Software Skills	Word 365 - Beginner (30 min)	Simulation	Questions on the most commonly used Microsoft Word 365 features such as editing, file management, formatting, printing, tables & graphics, and tools & automation. Includes end-of-test feature.	English	30	30 Minutes
Software Skills	Word 365 - Intermediate (30 min)	Simulation	Questions on the most commonly used Microsoft Word 365 features such as editing, file management, formatting, printing, tables & graphics, and tools & automation. Includes end-of-test feature.	English	37	30 Minutes
Software Skills	Word 365 - Multiple Choice	Skill/Knowledge	Multiple choice questions on the most commonly used Microsoft Word 365 features such as editing, file management, formatting, printing, tables & graphics, and tools & automation. Includes end-of-test feature.	English	37	30 Minutes
Software Skills	Word 365 - Multiple Choice (30 min)	Skill/Knowledge	Multiple choice questions on the most commonly used Microsoft Word 365 features such as editing, file management, formatting, printing, tables & graphics, and tools & automation. Includes end-of-test feature.	English	37	30 Minutes
Software Skills	Word-Excel 365 Combination	Simulation	Questions on commonly used features of Word 365 and Excel 365	English	36	30 Minutes
Software Skills	Word-Excel 365 Combination (30 min)	Simulation	Questions on commonly used features of Word 365 and Excel 365	English	36	30 Minutes
Software Skills	Excel 365 - Functions	Simulation	Questions on Microsoft Excel 365 functions and formulas.	English	14	30 minutes
Software Skills	Excel 365 - Functions (30 min)	Simulation	Questions on Microsoft Excel 365 functions and formulas.	English	14	30 minutes
Software Skills	Excel 365 - Multiple Choice	Skill/Knowledge	Multiple choice questions on the most commonly used Microsoft Excel 365 features such as editing, file management, formatting, printing, tables & graphics, and tools & automation. Includes end-of-test feature.	English	36	30 Minutes
Software Skills	Excel 365 - Multiple Choice (30 min)	Skill/Knowledge	Multiple choice questions on the most commonly used Microsoft Excel 365 features such as editing, file management, formatting, printing, tables & graphics, and tools & automation. Includes end-of-test feature.	English	36	30 Minutes
Software Skills	Powerpoint 365 - Multiple Choice	Skill/Knowledge	Multiple choice questions on the most commonly used Microsoft PowerPoint 365 features such as editing, file management, formatting, printing, tables & graphics, and tools & automation. Includes end-of-test feature.	English	35	30 Minutes
Software Skills	Powerpoint 365 - Multiple Choice (30 min)	Skill/Knowledge	Multiple choice questions on the most commonly used Microsoft PowerPoint 365 features such as editing, file management, formatting, printing, tables & graphics, and tools & automation. Includes end-of-test feature.	English	35	30 Minutes