



## Pre-Evaluative Tests

Following are a range of assessments that we are able to perform on your applicants or employees. If you are interested in an assessment which is not on this list, please call us as we may be able to add it to our library of computer tests.

The most popular assessments include the Microsoft Office Suite – Word, Excel, PowerPoint, Access, Internet Explorer and Outlook:

Microsoft Access 2007 Comprehensive\*  
Microsoft Access 2000 Comprehensive  
Microsoft Access 2000 Standard  
Microsoft Access 97 Comprehensive  
Microsoft Excel 2007 Comprehensive  
Microsoft Excel 2003 Comprehensive  
Microsoft Excel 2003 Standard  
Microsoft Excel 2002 (XP) Comprehensive  
Microsoft Excel 2002 (XP) Standard  
Microsoft Excel 97 Comprehensive  
Microsoft Internet Explorer 5  
Microsoft Internet Explorer 3  
Microsoft Office 2000 General Skills  
Microsoft Outlook 2007 Comprehensive  
Microsoft Outlook 2000 Standard  
Microsoft PowerPoint 2007 Comprehensive

Microsoft PowerPoint 2003 Standard  
Microsoft PowerPoint 2002 (XP) Standard  
Microsoft PowerPoint 97 Comprehensive  
Microsoft Windows XP General Skills  
Comprehensive  
Microsoft Windows XP General Skills Standard  
Microsoft Windows 98 General Skills  
Comprehensive  
Microsoft Windows 98 General Skills Standard  
Microsoft Windows 95 General Skills  
Microsoft Word 2007 Comprehensive  
Microsoft Word 2003 Comprehensive  
Microsoft Word 2003 Standard  
Microsoft Word 2002 (XP) Comprehensive  
Microsoft Word 2002 (XP) Standard  
Microsoft Word 97 Comprehensive

Other assessments available include:

Account Analysis  
Accounting Clerk  
Accounting General Principles  
Accounting Payroll (US)  
Accounting Payroll (Canada)  
Accounting Principles  
Accounting Terminology  
Accounts Payable  
Accounts Receivable  
Administrative Support Skills  
Adobe Dreamweaver CS3  
Adobe Flash CS3 Professional PC  
Adobe Flash CS3 Professional MAC  
Adobe FrameMaker 5 Advanced  
Adobe FrameMaker 5 Basic  
Adobe Illustrator 4  
Adobe Illustrator 7  
Adobe Illustrator 8  
Adobe Illustrator CS2  
Adobe InDesign

Collections  
Computer Concepts for Users  
Concordance 7  
Copy Editing  
CorelDraw 7  
CorelDraw 9  
Cost Accounting  
Customer Service Concepts  
Data Entry Alphanumeric 1  
Data Entry Alphanumeric 2  
Data Entry Canadian Data Entry  
Data Entry Numeric 1  
Data Entry Numeric 2  
Federal Taxation (US)  
FileMaker Pro 4  
FileMaker Pro 5  
Financial Analysis  
Financial Math



Adobe InDesign CS2  
Adobe PageMaker 5

Adobe PageMaker 6  
Adobe PageMaker 6.5  
Adobe Photoshop 3

Adobe Photoshop 4  
Adobe Photoshop 5  
Adobe Photoshop CS2 PC  
Adobe Photoshop CS2 MAC  
Advanced Accounting  
Anatomical Systems  
Auditing

Billing  
Bookkeeper  
Bookkeeper Full Charge  
Business Documents

Law Office Administration  
Legal Clerical Skills (US)  
Legal Clerical Skills (Canada)  
Litigation Skills

Lotus 1-2-3 2000  
Lotus 1-2-3 '97  
Lotus Approach 97  
Lotus Freelance Graphics 97  
Lotus WordPro 97

Macintosh OS X General Skills  
Macromedia Dreamweaver MX 2004 PC  
Macromedia Dreamweaver MX 2004 MAC  
MAS 90 Accounting  
Math 1.0  
Medical Abbreviations  
Medical Billing  
Medical Coding  
Medical Plurals  
Medical Prefix  
Medical Receptionist  
Medical Records Legal Issues  
Medical Spelling  
Medical Terminal Digit Filing  
Medical Terminology  
Mortgage  
Mozilla Firefox 2 PC

Financial Planning  
Financial Spelling

Financial Statements  
FreeHand 5  
FreeHand 7

General Ledger  
Great Plains Dynamics

Inventory  
Investment Terms

Junior Level Accountant

Peachtree Accounting 2000  
Peachtree Accounting 2007  
Peachtree Accounting 2002  
Proofreading  
PSI Filing  
PSI Grammar

QuarkXPress 6  
QuarkXPress 4  
QuarkXPress 3  
Quattro Pro 6  
Quickbooks 2007  
Quickbooks 2001  
Quicken 2007  
Quicken Home & Business 2002

Reading Comprehension  
Receptionist Skills

Safari 3 PC  
Safari 3 MAC  
Simply Accounting Pro 8.5  
Spelling 2.0  
Summation 5

US States Abbreviations

WordPerfect 8  
WordPerfect 7  
WordPerfect 6

Typing Basic  
Typing Financial



Mozilla Firefox 2 MAC

Typing Legal  
Typing Medical  
Typing Standard

(\* Comprehensive and Standard - All Microsoft Office titles after 2003 are Comprehensive by default)

If you would like to perform these assessments on your applicants or employees, please call us on 09 948 2105 to discuss options that address your requirements.