



The world's best assessments for Microsoft Office skills are now available for employee selection, workforce development, education and training. SkillCheck provides appropriate tests, test content, and test development tools to meet the most exacting needs.

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



FEATURES AT-A-GLANCE:

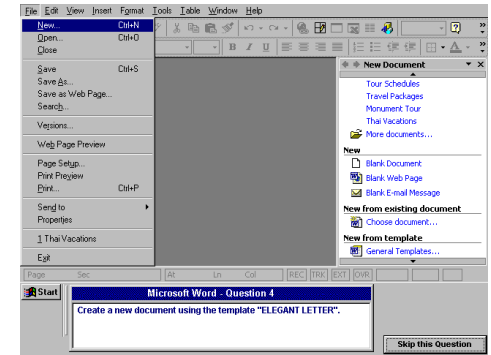
- ✓ SkillCheck *SoftwareSkills* tests on Microsoft Office allow test takers to answer questions by performing tasks in any way the actual office software allows - with no need to buy the actual software.
- ✓ In addition to providing standard, validated tests on all Microsoft Office products, SkillCheck also provides 100-200 test questions per Microsoft Office application, covering all major features of all Office versions (including Office XP).
- ✓ 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, networks and the Internet.

Call SkillCheck today at

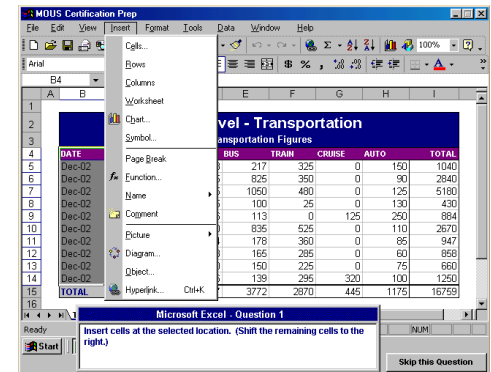
(905) 852-5352

for pricing and package options, or visit us online at

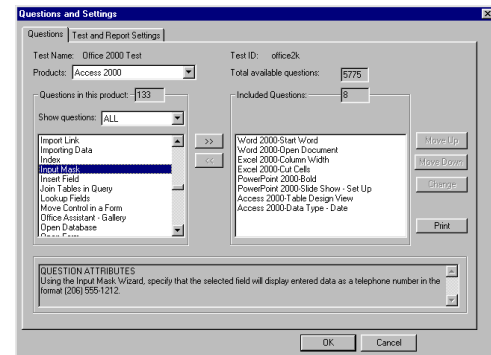
www.ckqa.com



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



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



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



COMPARE AND DECIDE!

	Competitors	SkillCheck
Validated Standard Test	Yes	Yes
Advanced Test	Some	Yes
Basic Skills Test	No	Yes
Test Making with Performance-Based Questions	No	Yes - With over 100 questions for each MS Office application

✓ ADVANCED TEST-MAKING CAPABILITY

With SkillCheck's advanced test customization, 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 customized to a specific Microsoft Office training program or job that includes the use of one or more Microsoft Office application.

SkillCheck's Office test packages include:

Product	Tests	Available Items
Word XP	<ul style="list-style-type: none"> Standard Advanced Basic 	195
Excel XP	<ul style="list-style-type: none"> Standard Advanced Basic 	193
PowerPoint XP	<ul style="list-style-type: none"> Standard Advanced Basic 	148
Access XP	<ul style="list-style-type: none"> Standard Advanced Basic 	141
Word 2000	<ul style="list-style-type: none"> Standard Advanced Basic 	191
Excel 2000	<ul style="list-style-type: none"> Standard Advanced Basic 	195
PowerPoint 2000	<ul style="list-style-type: none"> Standard Advanced Basic 	147
Access 2000	<ul style="list-style-type: none"> Standard Advanced Basic 	145
Outlook 2000	<ul style="list-style-type: none"> Standard 	66
Word 97	<ul style="list-style-type: none"> Standard Advanced Basic 	151
Excel 97	<ul style="list-style-type: none"> Standard Advanced Basic 	140
PowerPoint 97	<ul style="list-style-type: none"> Standard Advanced Basic 	116
Access 97	<ul style="list-style-type: none"> Standard Advanced Basic 	129
Outlook 97	<ul style="list-style-type: none"> Standard 	25

AVAILABLE PRODUCTS

SkillCheck's Microsoft Office test products are available for:

- Office XP
- Office 2000
- Office 97
- Office 95
- Office 4.2

SkillCheck *SoftwareSkills* testing is also available for other software including:

- WordPerfect
- Lotus SmartSuite
- Microsoft Windows (including Windows XP)
- And more!



SkillCheck Microsoft Office assessments are available individually or in a variety of money-saving packages. Call SkillCheck at 905-852-5352 or visit our Web site for more information, including information on SkillCheck *SoftwareSkills* testing available over the World Wide Web!



THE WORLD TECHNOLOGY LEADER IN INTERNET AND COMPUTER-BASED TESTING

E-mail: kgeddes@ckga.com
 (905) 852-5352
 www.ckga.com

SkillCheck Professional Plus - Available Performance-Based Questions (Word XP)

Apply a Theme	Drawing	Link Graphic	Print - Shrink to Fit	Table of Contents
AutoCorrect	Drawing - Flip	Lock Form	Print - Specify Printer	Table-AutoFormat
AutoCorrect - Replace	Drawing - Send to Front	Macro - Delete	Print Document	Table-Borders
AutoShapes	Drawing - WordArt	Macro - Edit	Print in Reverse	Table-Insert Row
AutoText - Create	Edit Footnote	Macro - Play	Print Preview	Table-Shading
Autotext - Use	End of Document	Macro - Record	Print Preview - One Page	Tabs - Remove
Background - Change	Envelopes	Margins	Protection	Tabs - Set
Bold Text	Equation Editor	Master/Subdocuments	Redo	Task Pane
Bookmark	Exit Word	Meet Now	Replace Format	Template - Create
Border Lines	Field Codes	Merge - Create Form	Replace Text	Template - Use
Bullets/Numbering	File - Insert	Merge - Edit Data	Revisions - Merge	Templates - Organizer
Bullets/Numbering	Find File	Merge - Insert Field	Route Document	Text Box - Insert
Case - Change	Find Text	Merge - Print	Ruler - Display	Text Effects
Character Spacing	Folder-Create	Merge - Sort Records	Save As	Text Effects
Chart - Change Type	Fonts	Merged Document -	Save Document	Text Form Field - Insert
Chart - Import Data	Footer - Total Pages	Display Changes	Save Document to Web	Text Rotation
Chart - Insert	Footnotes/Endnotes	Modify HTML	Schedule Meeting	Text Wrap - Table
Clear Formats	Form Controls	Next Word	Section Break	Thesaurus
Clear Text	Format Painter	Normal View	Select Document	Toolbars
Clip Art	Format Section	Object - Edit	Send To	Toolbars - Customize
Close Document	Formula	Object - Insert	Shading	Track Changes
Color Underline	Go To	Office on Web	Shorten Menus	Track Changes - Review
Columns	Graphic - Position	Open Document	Show Formatting	Translation
Columns - Balance	Graphic - Text Wrapping	Open Web Page	Spellcheck	Underline Options
Comment	Headers - Different	Options	Start Word	Undo
Copy Text	Headers - Display	Orientation	Style - Apply	Versions
Create New Document -	Help - Display Office	Outline Numbered	Style - Create	Vertical Text Alignment
Blank	Assistant	Outline View	Style-Create Character	Washout
Cross Reference	Help - Modify Office	Overtyping Mode	Summary Info	Web - Display Toolbar
Customize Menus	Assistant	Page Border	Superscript	Web - Navigate
Customize Word	Highlight Text	Page Break	Symbols	Web Layout
Cut Text	HTML	Page Number Formatting	Tab Leaders	Web Page - Preview
Date - Insert	Hyperlink - Paste	Page Numbers	Table - Cell Width	Web Page - Save As
Delete Column	Hyperlink - Specify	Pages Per Sheet	Table - Header	Widow/Orphan Control
Detect and Repair	Hyphenate Document	Pagination - Keep with	Table - Insert	Windows - Arrange
Diagram-Insert	Indent Paragraph	Next	Table - Merge Cells	Windows - New Window
Digital Signature	Index - Mark Entry	Paper Size	Table - Select	Word Count
Display History	Justify Text	Paragraph Markers	Table - Sort	Worksheet - Insert
Document Map	Letter Wizard	Paste Link	Table - Split	Zoom
Document-Compare and	Line Spacing	Paste Text	Table Drawing	
Merge	Link Bars	Picture - Insert	Table Margins	

SkillCheck Professional Plus - Available Performance-Based Questions (Excel XP)

3-D Reference	Cut Cells	Header Rows Repeat	Number Format - Scientific	Save as Different
3-D Shapes	Delete Cells	Headers and Footers	Object - Add Border	Format/Location
Absolute Cell Address	Delete Rows	Help - Detect and Repair	Office Assistant	Save as Workspace
Accept and Reject	Delete Sheet	Help - Display Help	Online Meeting Participant	Save Workbook
Changes	Discussion Comments	Contents	Open Workbook	Scale Worksheet
Add-Ins	Display History	Help - Navigate	Orientation	Scenarios
Align Cell Contents	Drawing - Bring to Front	Help - Search	Outline - Group	Select Column
Apply Style	Drawing - Group Objects	Hide Column	Outline - Ungroup	Select Worksheet
Auditing Toolbar	Edit Templates	HTML - Save As	Page Break	Send Worksheet
Auto Correct	Enter Number	Hyperlink - Edit	Page Break Preview	Series - Fill Cells
AutoFilter - Custom	Exit Excel	Hyperlink - Insert	Panes - Freeze	Set Print Area
AutoFilter - Enable	File - Display	Import Data	Paper Size	Shading
AutoFilter - Select	Fill Cells	Import Text File	Paste Cells	Share Workbook
AutoFit Column	Find File	Import Web Queries	Paste Link	Sort
AutofORMAT	Find Text	Indent Cell Contents	Personalized Menus	Sort - Multilevel
AutoShapes	Font Size	Insert Cells	Picture - Insert	Spell Check
Bold Cell Contents	Fonts	Insert from Scanner	Pivot Table	Split Cells
Border Lines	Form	Insert Row	PivotChart - Create	Start Excel
Center Across Cells	Format - Copy	Insert Worksheet	Print - Specify Printer	Style - Create
Chart - Change Type	Format Chart	Italicize Cell Contents	Print Area - Clear	Subtotaling
Chart - Combination	Format Pivot Table	Keyboard Navigation	Print Page Order	Template - Save
Chart - Create	Formula - Add	Links	Print Preview	Text File - Save
Clear Cells	Formula - IF	Macro - Edit	Print Range	Toolbars
Clear Split	Formula - Range Names	Macro - Play	Print Workbook	Tools - Trace Errors
Clip Art	Formula - Subtract	Macro - Record	Properties	Trace Dependents
Close Workbook	Function - Autosum	Macro Security	Protect Cells	Trace Precedents
Color Text	Function - Database	Margins	Protect Sheet	Track Changes
Column Width	Function - Date and Time	Meet Now	Protect Workbook	Trendlines
Comments	Function - Financial	Merge Cells	Publishing to the Web	Underline Cell Contents
Conditional Formatting	Function - HLOOKUP	Merge Workbooks	Range Name - Create	Undo
Consolidating Data	Function - Insert	Modify Formula	Range Name - List	Validate Data
Copy Cells	Function - Math	Modify Number	Redo	Web - Display Toolbar
Create Folder	Function - Statistical	Move Cells	Remove cell formatting	Web Page Preview
Create New Workbook - Blank	Function - Statistical (AVG)	Move Sheet	Remove Tracer Arrows	Word Art
Create New Workbook - Template	Function - Statistical (MAX)	Multiple Users	Rename Worksheet	Wrap Text
Create Workbook - User Template	Function - Text	Multiple Workbooks - Formula	Replace Cell Format	Zoom
Customize a Toolbar	Function - VLOOKUP	Number Format - Create	Replace Text	
Customize Menus	Go To	Number Format - Currency	Report Manager - Creating	
	Goal Seek	Number Format - Date	Report Manager - Printing	
	Gridlines - Show	Number Format - Fraction	Rotate Text	
			RTD Server	

SkillCheck Professional Plus - Available Performance-Based Questions (PowerPoint XP)

Animation	Customize - Abbreviated Menus	Hide Slide	Paste	Slide Format
Arrange Windows	Customize Menus	Hyperlink - Paste	Paste Link	Slide Show - Set Up
AutoClipArt	Customize toolbars	Hyperlink - Specify	Pen - Slide Show	Slide Sorter View
AutoContent	Cut Object	Insert Blank Slide	Picture - Insert	Slide View
AutoCorrect	Cut Text	Italics	Presentation - Insert	Snap to Grid
Autoshapes	Date - Insert	Justify Text	Print - Specify Printer	Sound - Record
Black and White View	Delete Slide	Line Spacing	Print Handouts	Spelling
Bold	Drawing Tools	Lines - Arrow	Print Slides	Start PowerPoint
Borders	Duplicate	Macro - Play	Print Speaker's Notes	Style Checker
Bring to Front	Edit Options	Macro - Record	Redo	Summary Info
Bullets	Embed Fonts	Macros - Security	Re-Order	Summary Slide
Case - Change	Excel Table - Insert	Managing Slide Masters	Replace Text	Symbols
Center Alignment	Exit PowerPoint	Meeting Minder	Review - Review Cycle	Table - Insert
Chart - Change Type	Export Outline	Modify OrgChart	Review Changes	Tables - Formatting
Chart - Insert	File History	Modify Slide Layout	Rotate Graphic	Task Pane - Display
Clear Object	Find File	Modify Table	Ruler	Template - Apply
Clip Art - Insert	Find Text	Movie - Insert	Save As Web Page	Template - Modify
Close Presentation	Folder - Create	Notes Pages View	Save Metafile	Text - Edit
Color Scheme - Customize	Font	Numbering	Save Presentation	Text - Insert
Color Shading	Font Size	Online Broadcast	Scale Graphic	Timed Slide Show
Color Text	Footer	Online Collaboration	Select All	Transition
Comments - Printing	Graphics - Align	Online Collaboration - Send To	Send To	Underline
Copy Object	Group Objects	Open Presentation	Set Tabs	Undo
Create Folder	Guides	Outline - Collapse	Slide Orientation	Update Links
Create New Presentation - Blank	Handout Orientation	Outline - Demote Layer	Slide Show - End	View Two Screens
Create New Presentation - Template	Handouts Master View	Outline - Hide Formatting	Slide Master View	Web - Display Toolbar
Creating Slide Masters	Help - Answer Wizard	Outline - Insert	Slide Number - Insert	Web - Navigate
Custom Shows	Help - Contents	Outline - Save As	Slide Numbering	Web Page - Preview
	Help - Detect and Repair	Outline View	Shadow Text	Web Page - Save As
		Pack and Go	Slide Background	Word Table
				Word Wrap
				Zoom

SkillCheck Professional Plus - Available Performance-Based Questions (Access XP)

Add Data Table to Query	Create Report Manually	Form Font	Picture - Insert	Search Criteria
Align Form Elements	Create Report with Wizard	Form Option Button	Primary Key	Select All
Autocorrect	Create Select Query with Wizard	Form Toolbox - Options Group	Print Data Table	Select Record
Background Color	Crosstab Query - Create	Form Toolbox - Text Box	Print Database Relationships	Send to Back
Border Color	Customize Menus	Form Toolbox - Text Label	Print Form	Show All Records
Calculate Controls	Cut Data	Format Query Results	Print Query	Show Hidden Columns
Calculate Field	Data Type - AutoNumber	Freeze Columns	Print Report	Sort Criteria
Chart - Insert	Data Type - Date	Go to Last Record	Properties - Data	Sort Data Table
Clear Data	Data Type - Number	Headers	Properties - Display	Specify Printer
Close Database	Data Type - Yes/No	Help - Office Assistant	Properties - Event	Start Access
Column Width	Date Format	Hide Columns	Referential Integrity	Subform - Create
Compact Database	Default Font	HTML Form	Relationships - Display	Summary Info
Convert Database	Default Value	Hyperlink - Specify	Relationships - Specify	Tab Order
Copy Data	Delete Database Object	Import Link	Remove field from Query	Table - Data Entry
Copy Database Object	Delete Field	Importing Data	Remove Join	Table Datasheet View
Create Crosstab Query with Wizard	Delete Record	Index	Rename Database Object	Table Design View
Create Database with Wizard	Design Form	Input Mask	Repairing Database	Text Format
Create Form with Form Wizard	Display Data Table List	Insert Field	Replace Data	Toolbars
Create Labels	Display Form Toolbox	Join Tables in Query	Report - Export	Undo Cell Edit
Create New Database	Edit Data	Lookup Fields	Report - Header and Footer	Undo Current Changes
Create New Form Manually	Encrypt Database	Move Control in a Form	Report - Margins	Validation Rule
Create New Form with Autoform	Exit Access	Office Assistant - Gallery	Report Calculation	Validation Text
Create New Table Manually	Exporting Data	Open Database	Report Grouping	Vertical Spacing in Form
Create New Table with Wizard	Expression Editor	Open Form	Report Sorting	View Report
Create Query Manually	Field - Control Source	Page Break	Row Height	Web - Display Toolbar
	Filter Data Table	Pages - Create with Wizard	Run Query	
	Filter Form	Paper Size	Save Filter as Query	
	Find Data	Paste Append	Save Form	
	Fonts	Paste Data	Save Report	
	Form - Data Entry	Paste Special	Save Table	
	Form - Format Text			

SkillCheck Professional Plus - Available Performance-Based Questions (Outlook 2000)

Add Meeting Attendee Address with Address Book Archive Mail Message Assign items to Category Assign Task Attach File Auto Signature Autodialer Autopick Meeting Book Conference Room Calendar - Day View Calendar - Display Calendar Print Options	Category - Mark Collect Mail Contacts - View Create Appointment Create Mail Folder Create Mail with Template Create Mailing List Create New Contact Create New E-Mail Create Task Cut Text Delete Attachment Delete Mail Delete Name from Mailing List	Edit Contact E-Mail - Display Exit Application Explore Web Page Filter Mail View Forward Mail Group Information by Category Help-Display the Office Assistant Highlight (Flag) Message Inbox Assistant Insert Mail Address	Insert Subject Journal - Display Journal - View Activity Mark Task as Complete Meeting Planner Modify Master Categories Move Message to Folder Notes Paste-Text Print Calendar Print Contact List Print Mail Print Setup Record Activity in Journal	Recurring Meetings Remove Meeting Attendee Reply Reply to All Return Receipt Save Calendar as Web Page Search Mail Send Message Sent Items Sort Mail SpellCheck Start Application Tasks Toolbars
--	---	--	--	---