



## Office, Clerical and Non-IT Skills Master Test List

Our Office, Clerical, and Non-IT Professional skills assessments produced by SkillCheck and supported by ReviewNet Services are delivered over the internet and evaluate a full range of skills needed by today's employers. There are over 800 skills assessments available, covering the broadest range of clerical, software, call center, financial, healthcare, industrial and legal candidate competencies.

\* Indicates test is available in multiple languages.

SOFTWARE SKILLS		
<p><b>Microsoft Word*</b> (New! 2003, 2002, 2000, 97, 7, 6)</p> <ul style="list-style-type: none"> <li>- Standard</li> <li>- Advanced Skills</li> <li>- Basic Skills</li> </ul> <p><b>Microsoft Excel*</b> (New! 2003, 2002, 2000, 97, 7, 5)</p> <ul style="list-style-type: none"> <li>- Standard</li> <li>- Advanced Skills</li> <li>- Basic Skills</li> </ul> <p><b>Excel Functions</b> - Standard</p> <p><b>Microsoft PowerPoint*</b> (New! 2003, 2002, 2000, 97, 7, 4)</p> <ul style="list-style-type: none"> <li>- Standard</li> <li>- Advanced Skills</li> <li>- Basic Skills</li> </ul> <p><b>Microsoft Access*</b> (New! 2003, 2002, 2000, 97, 7, 2)</p> <ul style="list-style-type: none"> <li>- Standard</li> <li>- Advanced Skills</li> <li>- Basic Skills</li> </ul> <p><b>Microsoft Outlook*</b> (New! 2003, 2002, 2000, 97)</p> <ul style="list-style-type: none"> <li>- Standard</li> </ul>	<p><b>Microsoft Windows*</b> (XP, 2000, ME, 98, 95 and 3.1)</p> <ul style="list-style-type: none"> <li>- Standard</li> <li>- Advanced Skills</li> <li>- Basic Skills</li> </ul> <p><b>Microsoft Internet Explorer</b> (6, 5 and 4)</p> <ul style="list-style-type: none"> <li>- Standard</li> </ul> <p><b>Microsoft FrontPage</b> - Standard</p> <p><b>Microsoft Project</b> - Standard</p> <p><b>Software Productivity</b></p> <p><b>Netscape 4.5</b> - Standard</p> <p><b>WordPerfect</b> (2000 and DOS)</p> <ul style="list-style-type: none"> <li>- Standard</li> </ul> <p><b>WordPerfect</b> (8, 7 and 6.1)</p> <ul style="list-style-type: none"> <li>- Standard</li> <li>- Advanced Skills</li> <li>- Basic Skills</li> </ul>	<p><b>Lotus 1-2-3</b> (Millennium and DOS)</p> <ul style="list-style-type: none"> <li>- Standard</li> </ul> <p><b>Lotus 1-2-3</b> (97 and 5)</p> <ul style="list-style-type: none"> <li>- Standard</li> <li>- Advanced Skills</li> <li>- Basic Skills</li> </ul> <p><b>Lotus WordPro</b> (Millennium and 97)</p> <ul style="list-style-type: none"> <li>- Standard</li> </ul> <p><b>Lotus WordPro</b></p> <ul style="list-style-type: none"> <li>- Standard</li> <li>- Advanced Skills</li> <li>- Basic Skills</li> </ul> <p><b>Lotus Freelance</b> (97 and 2.1)</p> <ul style="list-style-type: none"> <li>- Standard</li> </ul> <p><b>Lotus AmiPro 3.0</b> - Standard</p>

ACCOUNTING AND FINANCE		
<p><b>Accounting</b> - Accountant</p> <p><b>Accounting</b> - Accounts Payable</p> <p><b>Accounting</b> - Accounts Receivable</p> <p><b>Accounting</b> - Bookkeeper</p> <p><b>Accounting</b> - Business Documents</p> <p><b>Accounting</b> - Cost Accounting</p> <p><b>Accounting</b> - Financial Statements</p> <p><b>Accounting</b> - Forms and Journals</p> <p><b>Accounting</b> - Inventory-Depreciation</p>	<p><b>Accounting</b> - Math Skills - Adv.</p> <p><b>Accounting</b> - Math Skills - Basic</p> <p><b>Accounting</b> - Math Skills - Standard</p> <p><b>Accounting</b> - Payroll</p> <p><b>Accounting</b> - Taxes - Advanced</p> <p><b>Accounting</b> - Taxes - Standard</p> <p><b>Accounting</b> - Terminology</p> <p><b>Audio Transcription</b> - Accounting</p>	<p><b>DeltaView</b> - Accounting</p> <p><b>NEW! Banking</b> - Bank Teller</p> <p><b>Peachtree Accounting</b> - Standard</p> <p><b>QuickBooks</b> - Standard</p> <p><b>Shorthand (Audio)</b> - Accounting</p> <p><b>Spelling</b> - Accounting</p> <p><b>Typing Test</b> - Accounting</p> <p><b>Vocabulary</b> - Accounting</p>



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ATTITUDE/APTITUDE		
<b>Identity - Cognitive</b> <b>Identity - Healthcare</b> <b>Identity - Risk-Free</b>	<b>Identity - Sales</b> <b>Identity - Service</b>	<b>Identity - Workplace Skills</b> <b>Identity - Workplace Personality</b>

CALL CENTER SKILLS		
<b>Audio Customer Service Scenarios</b> <b>Audio Sales Scenarios</b> <b>Audio Data Entry</b> <b>Call Center - Coding</b> <b>Call Center - Data Analysis</b> <b>Call Center - Sales</b>	<b>Call Center - Service</b> <b>Call Center - Telephone Skills</b> <b>Data Entry - Sales (Leads)</b> <b>Data Entry - Sales (Orders)</b> <b>Postal Codes</b> <b>Postal Codes - Audio</b>	<b>Spelling - Audio</b> <b>Spelling - Geography</b> <b>Spelling - Int Geography (Audio)</b> <b>Spelling - US Geography (Audio)</b>

CLERICAL, OFFICE AND COMPUTER LITERACY SKILLS		
<b>Audio Transcription</b> <b>Checking - Standard</b> <b>Checking - Names</b> <b>Checking - Numbers</b> <b>Coding - Standard</b> <b>Coding - Names</b> <b>Coding - Numbers</b> <b>Customer Service</b> <b>Data Entry Test - Alphanumeric</b> <b>NEW! Data Entry Test - Checks</b> <b>NEW! Data Entry Test - Decimals</b> <b>Data Entry Test - Numeric</b> <b>DigitalLiteracy - Computing</b> <b>DigitalLiteracy - Internet</b> <b>DigitalLiteracy - Software Skills</b>	<b>Filing - Standard</b> <b>Filing - Names</b> <b>Filing - Numbers</b> <b>Grammar - Business</b> <b>Grammar - General</b> <b>Letter Setup</b> <b>Math - General</b> <b>Office Manager</b> <b>Proofreading</b> <b>Receptionist Skills</b> <b>Secretarial Skills</b> <b>Shorthand (Audio)</b> <b>Spelling - Business</b> <b>Spelling - General</b> <b>Spelling - Accounting</b>	<b>Spelling - Geography</b> <b>Spelling - Legal</b> <b>Spelling - Medical</b> <b>Telephone Skills</b> <b>Telephone Message Taking</b> <b>Ten Key</b> <b>Typing Test</b> <b>NEW! Typing Test - Banking and Finance</b> <b>NEW! Typing Test - Technical</b> <b>Vocabulary - Business</b> <b>Vocabulary - General</b> <b>Vocabulary - Accounting</b> <b>Vocabulary - Legal</b> <b>Vocabulary - Medical</b>

ESSENTIALS	
<b>Essentials - Word 2003, 2002 or 2000 versions<sup>&amp;</sup></b> <b>Essentials - Excel 2003, 2002 or 2000 versions<sup>&amp;</sup></b> <b>Essentials - Powerpoint 2003, 2002 or 2000 versions<sup>&amp;</sup></b> <b>Essentials - Access 2003, 2002 or 2000 versions<sup>&amp;</sup></b>	<b>Essentials - Grammar</b> <b>Essentials - Math</b> <b>Essentials - Vocabulary</b> <b>Essentials - Spelling</b> <b>Essentials - Computer Literacy</b>



## Office, Clerical and Non-IT Skills Master Test List

### FOOD SERVICES SKILLS

<b>Food Service</b> - General Knowledge	<b>Food Service</b> - Preparation	<b>Food Service</b> - Sanitation
<b>Food Service</b> - Nutrition		

### INDUSTRIAL SKILLS

<b>Industrial Skills</b> - Automotive <b>Industrial Skills</b> - Basic Math Skills <b>Industrial Skills</b> - Construction <b>Industrial Skills</b> - Count and Stack <b>Industrial Skills</b> - Fire/Personnel <b>Industrial Skills</b> - Forklift <b>Industrial Skills</b> - HAZMAT (US) <b>Industrial Skills</b> - HAZMAT (Canada) <b>Industrial Skills</b> - Industrial Math <b>Industrial Skills</b> - Language Skills <b>Industrial Skills</b> - Machines	<b>Industrial Skills</b> - Metalworking <b>Industrial Skills</b> - Pick and Pack <b>Industrial Skills</b> - Plumbing <b>Industrial Skills</b> - Ruler - English Units <b>Industrial Skills</b> - Ruler - Metric Units <b>Industrial Skills</b> - Safety <b>Industrial Skills</b> - Shipping and Receiving <b>Industrial Skills</b> - Shop Math <b>Industrial Skills</b> - Quick Assessment - Electrical <b>Industrial Skills</b> - Quick Assessment - Woodworking <b>Industrial Skills</b> - Units and Conversions <b>Reading Comprehension</b> - Industrial
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### LEGAL OFFICE SKILLS

<b>Legal</b> - Advanced Terminology <b>Legal</b> - General Concepts <b>Legal</b> - Documents <b>Legal</b> - Research <b>Legal</b> - Litigation <b>Legal</b> - Commercial Law <b>Legal</b> - Criminal Law	<b>Legal</b> - Labor Law <b>Legal</b> - Assistant <b>Legal</b> - Assistant (Advanced) <b>Legal</b> - Medical Law <b>Legal</b> - Paralegal <b>Legal</b> - Paralegal (Advanced) <b>Legal</b> - Property Law	<b>Legal</b> - Typing <b>Legal</b> - Audio Transcription <b>Legal</b> - Shorthand <b>Legal</b> - Audio Transcription - Read Response <b>Legal</b> - Spelling <b>Legal</b> - Vocabulary <b>Legal</b> - DeltaView
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### MEDICAL OFFICE & MEDICAL KNOWLEDGE

<p><b>Medical Secretary</b>  <b>Medical Insurance</b>  <b>Medical</b> - Abbreviations  <b>Medical</b> - Cardiovascular  <b>Medical</b> - Dental  <b>Medical</b> - Endocrine  <b>Medical</b> - Gastrointestinal  <b>Medical</b> - Integumentary  <b>Medical</b> - Musculoskeletal  <b>Medical</b> - Neurological</p>	<p><b>Medical</b> - Oncological  <b>Medical</b> - Ophthalmological  <b>Medical</b> - Otolaryngology  <b>Medical</b> - Pediatric  <b>Medical</b> - Pharmacological  <b>Medical</b> - Prefixes/Suffixes  <b>Medical</b> - Psychiatric  <b>Medical</b> - Respiratory  <b>Medical</b> - Urogenital  <b>Medical Coding</b> - Standard</p>	<p><b>Medical Billing</b>          - Entry Level          - Standard          - Forms  <b>Typing Test</b> - Medical  <b>Audio Transcription</b> - Medical  <b>Shorthand (Audio)</b> - Medical  <b>Spelling</b> - Medical  <b>Vocabulary</b> - Medical  <b>HIPAA Compliance</b></p>
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### NURSING SKILLS

<p><b>Nursing</b> - Clinical Radiology  <b>Nursing</b> - Critical Care  <b>Nursing</b> - Critical Care Scenarios  <b>Nursing</b> - Dosage Calculations  <b>Nursing</b> - Medication Scenarios</p>	<p><b>Nursing</b> - Emergency Room  <b>Nursing</b> - Labor and Delivery  <i>NEW!</i> <b>Nursing</b> - Medical Coding (ICD-9-CM 2005 with Manual)  <b>Nursing</b> - Medical/Surgical</p>	<p><b>Nursing</b> - Neonatal ICU  <b>Nursing</b> - Pediatric  <b>Nursing</b> - Psychiatric  <b>HIPAA Compliance</b></p>
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### NATIONAL LEAGUE FOR NURSING (NLN) TESTS

<p><b>NLN</b> - Basic Proficiency in Medication Administration - PN  <b>NLN</b> - Basic Proficiency in Medication Administration - RN  <b>NLN</b> - Care of the High-Risk Newborn  <b>NLN</b> - Care of the Low-Risk Newborn  <b>NLN</b> - Care of the Postpartum Client  <b>NLN</b> - Coronary Care Medication Administration  <b>NLN</b> - Emergency Department Medications  <b>NLN</b> - Critical Thinking in Nursing Practice - PN  <b>NLN</b> - Critical Thinking in Nursing Practice - RN  <b>NLN</b> - Home Health Aide Skills</p>	<p><b>NLN</b> - Home Health Nursing Core RN  <b>NLN</b> - Home Health Nursing Geriatric RN  <b>NLN</b> - Home Health Nursing Pediatric RN  <b>NLN</b> - Intravenous Therapy  <b>NLN</b> - Labor and Delivery  <b>NLN</b> - Nursing Assistants in Acute Care Settings  <b>NLN</b> - Pediatric Medication Administration  <b>NLN</b> - Pediatric Problems  <b>NLN</b> - Psychiatric Problems  <b>NLN</b> - Psychotropic Drug Administration</p>
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### RETAIL SALES SKILLS

<p><b>Retail Sales</b> - Inventory Coding  <b>Retail Sales</b> - Customer Service  <b>Retail Sales</b> - Learning Products</p>	<p><b>Retail Sales</b> - Retail Math  <b>Retail Sales</b> - Retail Reading  <b>Retail Sales</b> - Store Security</p>	<p><b>Retail Sales</b> - Sales &amp; Promotion  <b>Retail Sales</b> - Inventory Sorting  <b>Retail Sales</b> - Employee Teamwork</p>
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### STAFFING AND HR SERVICES SKILLS

<p><b>Staffing</b> - Benefits and Eligibility  <b>Staffing</b> - CPC Certification Prep  <b>Staffing</b> - HR Legal Quick Assessment  <b>Staffing</b> - HR Generalist  <b>Staffing</b> - HR Legal  <b>Staffing</b> - HR Generalist Quick Assessment  <b>Staffing</b> - Interviewing Quick Assessment</p>	<p><b>Staffing</b> - Interview and Screening  <b>Staffing</b> - Benefits Quick Assessment  <b>Staffing</b> - Benefits and Eligibility  <b>Staffing</b> - CTS Certification Prep  <b>Staffing</b> - Interview Quick Assessment  <b>Staffing</b> - Interviewing and Screening  <b>Staffing</b> - Temp Services Legal Quick Assessment</p>	<p><b>Staffing</b> - Benefits Quick Assessment  <b>Staffing</b> - Operations Quick Assessment  <b>Staffing</b> - Temp Services Legal  <b>Staffing</b> - Temp Services Operations  <b>Staffing</b> - Temp Services Quick Assessment  <b>Staffing</b> - Temp Services Generalist</p>
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### TALENTSCOUT

<p><b>TalentScout</b> - Accounting/Bookkeeping  <b>TalentScout</b> - Call Center/Customer Service Position  <b>TalentScout</b> - Clerical/Administrative Position  <b>TalentScout</b> - Computer/Internet User Position  <b>TalentScout</b> - Legal Admin Position  <b>TalentScout</b> - Light Industrial  <b>TalentScout</b> - Medical Admin Position</p>	<p><b>TalentScout</b> - MS Office 2003 User  <b>TalentScout</b> - MS Office 2003 Power User  <b>TalentScout</b> - MS Office XP User  <b>TalentScout</b> - MS Office XP Power User  <b>TalentScout</b> - MS Office 2000 User  <b>TalentScout</b> - MS Office 2000 Power User</p>
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### TIMESOLVER TESTING SOLUTIONS

<p><b>Word 2003</b> - TimeSolver  <b>Excel 2003</b> - TimeSolver  <b>PowerPoint 2003</b> - TimeSolver  <b>Word 2002</b> - TimeSolver  <b>Excel 2002</b> - TimeSolver  <b>PowerPoint 2002</b> - TimeSolver  <b>Access 2002</b> - TimeSolver</p>	<p><b>Word 2000</b> - TimeSolver  <b>Excel 2000</b> - TimeSolver  <b>PowerPoint 2000</b> - TimeSolver  <b>Access 2000</b> - TimeSolver  <b>Word 97</b> - TimeSolver  <b>Excel 97</b> - TimeSolver  <b>PowerPoint 97</b> - TimeSolver</p>
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