

## SKILLS ASSESSMENTS

### Desktop Skills

| Publisher  | Product                                  | Description  | Details |
|------------|--|--|---------|
| SkillCheck | MS Desktop Software Skills               | Available as separate tests. Tests assess common Microsoft desktop software skills such as Access, Outlook, Word, PowerPoint, Excel, Windows, and MS Project.<br><i>Useful for selection of individuals in roles that require knowledge and understanding of MS desktop software.</i>  |         |
|            | Essentials: Computer Literacy            | Measures ability to utilise computer hardware and software components, including ability to identify important hardware components, use of computer operating systems, perform common application functions, use electronic mail and browsing applications, and to find and communicate information.<br><i>Useful for selection of individuals in roles that require knowledge and understanding of hardware and software.</i>                       |         |
|            | Computer and Internet User: Talent Scout | Time adaptive test bundle, whereby question difficulty and type varies depending on candidate's response to a particular question. Assesses skills across a variety of computer and internet applications including Computer Concepts, Operating Systems and Software, Electronic Communication.<br><i>Useful for selection of individuals in roles that require well rounded knowledge and understanding of computer and internet applications.</i> |         |
|            | Office 2000 User: Talent Scout           | Time adaptive test bundle, whereby question difficulty and type varies depending on candidate's response to a particular question. Assesses candidate's skills across a variety of Office 2000 programs, including Word, Excel, and PowerPoint.<br><i>Useful for selection of individuals in roles that require knowledge and understanding of MS Office 2000.</i>   |         |