

Software Skills

<u>Test Name</u>	<u>Language</u>	<u>Test Type</u>	<u>Test Time</u>	<u>Description</u>
Access 2007 - Advanced Skills	English	Simulation	30 minutes	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.
Access 2007 - Advanced Skills (timed 30min)	English	Simulation	30 minutes	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.
Access 2007 - Basic Skills	English	Simulation	30 minutes	Questions for the beginner user of Microsoft Access features such as file management, Access forms, queries, reports, tables and customizing Access.
Access 2007 - Basic Skills (timed 30min)	English	Simulation	30 minutes	Questions for the beginner user of Microsoft Access features such as file management, Access forms, queries, reports, tables and customizing Access.
Access 2007 - Standard	English	Simulation	30 minutes	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.
Access 2007 - Standard (timed 30min)	English	Simulation	30 minutes	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.
Access 2010 - Advanced Skills	English	Simulation	30 minutes	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.
Access 2010 - Advanced Skills (no review)	English	Simulation	30 minutes	Questions for the advanced user of Microsoft Access features such as file management, Access forms, queries, reports, tables, as well as tools and automation.
Access 2010 - Advanced Skills (timed 30min)	English	Simulation	30 minutes	Questions for the advanced user of Microsoft Access features such as file management, Access forms, queries, reports, tables, as well as tools and automation.

Access 2010 - Basic Skills	English	Simulation	30 minutes	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.
Access 2010 - Basic Skills (no review)	English	Simulation	30 minutes	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.
Access 2010 - Basic Skills (timed 30min)	English	Simulation	30 minutes	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.
Access 2010 - Standard	English	Simulation	30 minutes	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.
Access 2010 - Standard (no review)	English	Simulation	30 minutes	Questions on the most commonly used Microsoft Access features such as file management, Access forms, queries, reports, tables, as well as tools and automation.
Access 2010 - Standard (timed 30min)	English	Simulation	30 minutes	Questions on the most commonly used Microsoft Access features such as file management, Access forms, queries, reports, tables, as well as tools and automation.
Access 2013 - Intermediate	English	Simulation	30 minutes	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.
Access 2013 - Intermediate (timed 30min)	English	Simulation	30 minutes	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.
Access 2013 Advanced	English	Simulation	30 minutes	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.
Access 2013 Advanced (timed 30min)	English	Simulation	30 minutes	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.

Access 2013 Beginner	English	Simulation	30 minutes	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.
Access 2013 Beginner (timed 30min)	English	Simulation	30 minutes	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.
Access 2013 Table Module	English	Simulation	30 Minutes	Questions on Microsoft Access 2013 Tables
Chrome	English	Simulation	20 Minutes	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.
DE Access 2007 - Normaler Test	German	Simulation	30 minutes	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.
DE Excel 2007 - Normaler Test	German	Simulation	30 minutes	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.
DE Excel 2016 - Intermediate	German	Simulation	30 minutes	German-based version of Excel 2016 Intermediate simulation. Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, graphics, printing, and tools. Includes end-of-test review feature.
DE PowerPoint 2007 - Normaler Test	German	Simulation	30 minutes	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.
DE Word 2007 - Normaler Test	German	Simulation	30 minutes	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.
DE Word 2016 - Intermediate	German	Simulation	30 minutes	German-based version of 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 review feature.

Excel 2007 - Advanced Skills	English	Simulation	30 minutes	Questions for the advanced user of Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.
Excel 2007 - Advanced Skills (timed 30min)	English	Simulation	30 minutes	Questions for the advanced user of Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.
Excel 2007 - Basic Skills	English	Simulation	30 minutes	Questions for the beginner user of Microsoft Excel features such as file management, editing, formatting, analysis and customizing Excel.
Excel 2007 - Basic Skills (timed 30min)	English	Simulation	30 minutes	Questions for the beginner user of Microsoft Excel features such as file management, editing, formatting, analysis and customizing Excel.
Excel 2007 - Standard	English	Simulation	30 minutes	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.
Excel 2007 - Standard (timed 30min)	English	Simulation	30 minutes	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.
Excel 2010 - Advanced Skills	English	Simulation	30 minutes	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.
Excel 2010 - Advanced Skills (no review)	English	Simulation	30 minutes	Questions for the advanced user of Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation.
Excel 2010 - Advanced Skills (timed 30min)	English	Simulation	30 minutes	Questions for the advanced user of Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation.
Excel 2010 - Basic Skills	English	Simulation	30 minutes	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.
Excel 2010 - Basic Skills (no review)	English	Simulation	30 minutes	Questions for the beginner user of Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation.

Excel 2010 - Basic Skills (timed 30min)	English	Simulation	30 minutes	Questions for the beginner user of Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation.
Excel 2010 - Standard	English	Simulation	30 minutes	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.
Excel 2010 - Standard (no review)	English	Simulation	30 minutes	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation.
Excel 2010 - Standard (timed 30min)	English	Simulation	30 minutes	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, and tools and automation.
Excel 2013 - Intermediate	English	Simulation	30 minutes	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.
Excel 2013 - Intermediate (timed 30min)	English	Simulation	30 minutes	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.
Excel 2013 Advanced	English	Simulation	30 minutes	Questions for the advanced user of Microsoft Excel 2013 features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.
Excel 2013 Advanced (timed 30min)	English	Simulation	30 minutes	Questions for the advanced user of Microsoft Excel 2013 features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.
Excel 2013 Beginner	English	Simulation	30 minutes	Questions for the beginner user of Microsoft Excel 2013 features such as file management, editing, formatting, analysis and customizing Excel.
Excel 2013 Beginner (timed 30min)	English	Simulation	30 minutes	Questions for the beginner user of Microsoft Excel 2013 features such as file management, editing, formatting, analysis and customizing Excel.
Excel 2013 Function Module	English	Simulation	30 minutes	Questions on Microsoft Excel 2013 functions and formulas.

Excel 2013 Pivot Module	English	Simulation	30 minutes	Questions on Microsoft Excel Pivot Tables and Pivot Charts
Excel 2016 - Intermediate	English	Simulation	30 minutes	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.
Excel 2016 - Beginner	English	Simulation	30 minutes	Questions on the most commonly used Microsoft Excel 2016 features such as file management, editing, formatting, and printing. Includes end-of-test review feature.
Excel 2016 - Advanced	English	Simulation	30 minutes	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.
FR Access 2007 - Test Standard	French	Simulation	30 minutes	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.
FR Access 2010 - Standard	French	Simulation	30 minutes	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.
FR Excel 2007 - Test Standard	French	Simulation	30 minutes	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.
FR Excel 2010 - Standard	French	Simulation	30 minutes	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.
FR Excel 2016 - Intermediate	French	Simulation	30 minutes	French-based version of Excel 2016 Intermediate simulation. Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, graphics, printing, and tools. Includes end-of-test review feature.
FR Outlook 2010 - Standard	French	Simulation	30 minutes	Questions on the most commonly used Microsoft Outlook features such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks.
FR PowerPoint 2007 - Test Standard	French	Simulation	30 minutes	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.

FR PowerPoint 2010 - Standard	French	Simulation	30 minutes	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.
FR Word 2007 - Test Standard	French	Simulation	30 minutes	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.
FR Word 2010 - Standard	French	Simulation	30 minutes	Questions covering the most important and frequently used features of Microsoft Word 2010 such as file management, editing, formatting, printing, desktop publishing and customizing Word.
FR Word 2016 - Intermediate	French	Simulation	30 minutes	French-based version of 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 review feature.
Internet Explorer 11 - Intermediate	English	Simulation	31 minutes	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.
Internet Explorer 11 - Intermediate (timed 30min)	English	Simulation	30 minutes	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.
Internet Explorer 10 - Intermediate	English	Simulation	30 minutes	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.
Internet Explorer 10 - Intermediate (timed 30min)	English	Simulation	30 minutes	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.
Internet Explorer 7.0	English	Simulation	30 minutes	Questions on the most commonly used Microsoft Internet Explorer features such as customizing Internet Explorer, file management, browsing web pages and searching the internet.

Internet Explorer 8.0	English	Simulation	60 minutes	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.
Internet Explorer 9.0	English	Simulation	30 minutes	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.
Lotus Notes 8.5	English	Simulation	55 minutes	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.
Lotus Notes Admin	English	Simulation	35 minutes	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.
Lotus Notes End-User	English	Simulation	35 minutes	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.
MS Office Productivity	English	Simulation	20 minutes	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).
NL Excel 2016 - Intermediate	Dutch	Simulation	30 minutes	Dutch-based version of Excel 2016 Intermediate simulation. Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, graphics, printing, and tools. Includes end-of-test review feature.
NL Word 2016 - Intermediate	Dutch	Simulation	30 minutes	Dutch-based version of 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 review feature.
Outlook 2007	English	Simulation	30 minutes	Questions on the most commonly used Microsoft Outlook features such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks.
Outlook 2010 - Standard (review)	English	Simulation	30 minutes	Questions on the most commonly used Microsoft Outlook 2010 features such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks.

Outlook 2010 (no review)	English	Simulation	30 minutes	Questions on the most commonly used Microsoft Outlook 2010 features such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks.
Outlook 2013 - Intermediate	English	Simulation	30 minutes	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.
Outlook 2013 - Intermediate (timed 30min)	English	Simulation	30 minutes	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.
Outlook 2016 - Intermediate	English	Simulation	31 minutes	Questions on the most commonly used Microsoft Outlook 2016 features such as Calendars, Contacts, Mail, and Tools. Includes end-of-test review feature.
Peachtree 8.0	English	Simulation	30 minutes	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.
Peachtree 9.0	English	Simulation	30 minutes	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.
PowerPoint 2007 - Advanced Skills	English	Simulation	30 minutes	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.
PowerPoint 2007 - Advanced Skills (timed 30min)	English	Simulation	30 minutes	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.
PowerPoint 2007 - Basic Skills	English	Simulation	30 minutes	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.

PowerPoint 2007 - Basic Skills (timed 30min)	English	Simulation	30 minutes	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.
PowerPoint 2007 - Standard	English	Simulation	30 minutes	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.
PowerPoint 2007 - Standard (timed 30min)	English	Simulation	30 minutes	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.
PowerPoint 2010 - Advanced Skills	English	Simulation	30 minutes	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.
PowerPoint 2010 - Advanced Skills (no review)	English	Simulation	30 minutes	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.
PowerPoint 2010 - Advanced Skills (timed 30 min)	English	Simulation	30 minutes	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.
PowerPoint 2010 - Basic Skills	English	Simulation	30 minutes	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.
PowerPoint 2010 - Basic Skills (no review)	English	Simulation	30 minutes	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.

PowerPoint 2010 - Basic Skills (timed 30min)	English	Simulation	30 minutes	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.
PowerPoint 2010 - Standard	English	Simulation	30 minutes	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.
PowerPoint 2010 - Standard (No Review)	English	Simulation	30 minutes	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.
PowerPoint 2010 - Standard (timed 30min)	English	Simulation	30 minutes	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.
PowerPoint 2013 - Intermediate	English	Simulation	30 minutes	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.
PowerPoint 2013 - Intermediate (timed 30min)	English	Simulation	30 minutes	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.
PowerPoint 2013 Advanced	English	Simulation	30 minutes	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.
PowerPoint 2013 Advanced (timed 30min)	English	Simulation	30 minutes	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.
PowerPoint 2013 Beginner	English	Simulation	30 minutes	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.

PowerPoint 2013 Beginner (timed 30min)	English	Simulation	30 minutes	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.
PowerPoint 2016 - Intermediate	English	Simulation	30 minutes	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.
PowerPoint 2016 - Beginner	English	Simulation	30 minutes	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.
Project 2007	English	Simulation	30 minutes	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.
QuickBooks 2010	English	Simulation	30 minutes	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.
SP Access 2007 - Prueba Estándar	Spanish	Simulation	30 minutes	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.
SP Access 2010 - Prueba Estándar	Spanish	Simulation	30 minutes	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.
SP Excel 2007 - Prueba Estándar	Spanish	Simulation	30 minutes	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.
SP Excel 2010 - Prueba Estándar	Spanish	Simulation	30 minutes	Questions on the most commonly used Microsoft Excel features such as file management, editing, formatting, analysis, customizing Excel and Excel and the Internet.
SP Outlook 2010 - Prueba estándar	Spanish	Simulation	30 minutes	Questions on the most commonly used Microsoft Outlook features such as managing contacts, sending and organizing emails, maintaining calendar entries and tasks.

SP PowerPoint 2007 - Prueba Estándar	Spanish	Simulation	30 minutes	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.
SP PowerPoint 2010 - Prueba Estándar	Spanish	Simulation	30 minutes	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.
SP Word 2007 - Prueba Estándar	Spanish	Simulation	30 minutes	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.
SP Word 2010 - Prueba Estándar	Spanish	Simulation	30 minutes	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.
Windows 7 - Intermediate	English	Simulation	35 minutes	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.
Windows 7 - Intermediate (no review)	English	Simulation	30 minutes	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.
Windows 8 - Intermediate	English	Simulation	30 minutes	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.
Windows 8 - Intermediate (timed 30min)	English	Simulation	30 minutes	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.
Windows 10 Intermediate	English	Simulation	30 minutes	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.

Windows Vista	English	Simulation	30 minutes	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.
Word 2007 - Advanced Skills	English	Simulation	30 minutes	Questions for the advanced user of Microsoft Word 2007 features such as cover file management, editing, formatting, printing, desktop publishing and customizing Word.
Word 2007 - Advanced Skills (timed 30min)	English	Simulation	30 minutes	Questions for the advanced user of Microsoft Word 2007 features such as cover file management, editing, formatting, printing, desktop publishing and customizing Word.
Word 2007 - Basic Skills	English	Simulation	30 minutes	Questions for the beginner user of Microsoft Word 2007 features such as file and disk management, printing, running applications and system management.
Word 2007 - Basic Skills (timed 30min)	English	Simulation	30 minutes	Questions for the beginner user of Microsoft Word 2007 features such as file and disk management, printing, running applications and system management.
Word 2007 - Standard	English	Simulation	30 minutes	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.
Word 2007 - Standard (timed 30min)	English	Simulation	30 minutes	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.
Word 2010 - Advanced Skills	English	Simulation	30 minutes	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.
Word 2010 - Advanced Skills (no review)	English	Simulation	30 minutes	Questions for the advanced user of Microsoft Word features such as cover file management, editing, formatting, printing, as well as tools and automation.
Word 2010 - Advanced Skills (timed 30min)	English	Simulation	30 minutes	Questions for the advanced user of Microsoft Word features such as cover file management, editing, formatting, printing, as well as tools and automation.

Word 2010 - Basic Skills	English	Simulation	30 minutes	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.
Word 2010 - Basic Skills (no review)	English	Simulation	30 minutes	Questions for the beginner user of Microsoft Word features such as file management, editing, formatting, printing, as well as tools and automation.
Word 2010 - Basic Skills (timed 30min)	English	Simulation	30 minutes	Questions for the beginner user of Microsoft Word features such as file management, editing, formatting, printing, as well as tools and automation.
Word 2010 - Standard	English	Simulation	30 minutes	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.
Word 2010 - Standard (no review)	English	Simulation	30 minutes	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.
Word 2010 - Standard (timed 30min)	English	Simulation	30 minutes	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.
Word 2013 - Intermediate	English	Simulation	30 minutes	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.
Word 2013 - Intermediate (timed 30min)	English	Simulation	30 minutes	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.
Word 2013 Advanced	English	Simulation	30 minutes	Questions for the advanced user of Microsoft Word 2013 features such as cover file management, editing, formatting, printing, as well as tools and automation.
Word 2013 Advanced (timed 30min)	English	Simulation	30 minutes	Questions for the advanced user of Microsoft Word 2013 features such as cover file management, editing, formatting, printing, as well as tools and automation.

Word 2013 Beginner	English	Simulation	30 minutes	Questions for the beginner user of Microsoft Word 2013 features such as file management, editing, formatting, printing, as well as tools and automation.
Word 2013 Beginner (timed 30min)	English	Simulation	30 minutes	Questions for the beginner user of Microsoft Word 2013 features such as file management, editing, formatting, printing, as well as tools and automation.
Word 2013 Table Module	English	Simulation	30 minutes	Questions on Microsoft Word 2013 Tables
Word 2016 - Intermediate	English	Simulation	30 minutes	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.
Word 2016 - Beginner	English	Simulation	30 minutes	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.
Word 2016 - Advanced	English	Simulation	30 minutes	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.
G Suite - Beginner	English	Simulation	30 minutes	Questions for the beginner user of GoogleSuite features such as file management, editing, formatting, printing, as well as tools and automation.
G Suite - Transition from MS Office	English	Skill/ Knowledge	30 minutes	Questions for the beginner user Comparing Microsoft Office with GoogleSuite features such as file management, editing, formatting, printing, as well as tools and automation.
QuickBooks 2019	English	Simulation	30 minutes	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.
Excel 365 - Standard	English	Simulation	30 minutes	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 features.

Word 365 - Standard	English	Simulation	30 minutes	Questions on the most commonly used Microsoft Word 365 features such as file management, editing, formatting, printing, table and graphics, and tools and automation. Includes end-of-test review features.
PowerPoint 365 - Standard	English	Simulation	30 minutes	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 features.
Outlook 365 - Standard	English	Simulation	30 minutes	Questions on the most commonly used Microsoft Outlook 365 features such as file management, creating and editing messages and using the Calendar.
