



MICROSOFT SIMULATION MODULE

This module is designed to test a candidate's ability to use Microsoft software products in a fully simulated test platform.



BASIC LEVEL



INTERMEDIATE LEVEL



EXPERT LEVEL

The platform is designed to mimic the look, feel and functions of the original software. It is designed to be fair to candidates through allowing tasks to be completed in a familiar way using menus, buttons, left clicks, right clicks or keyboard shortcuts. For all the Microsoft Simulations at Intermediate and Expert levels, the difficulty is increased by raising the complexity and rarity of the tasks being performed requiring more in depth knowledge of the application.



MICROSOFT WORD

Designed to test an individual's ability to perform tasks within a simulated Microsoft Word environment. The simulation tests a candidate's ability to use formatting tools, review tools, page layouts and both essential and advanced settings.



MICROSOFT EXCEL

Designed to test an individual's ability to perform tasks within a simulated Microsoft Excel environment. The simulation tests a candidate's ability to use essential tools to enter and correct data, utilise formulas, generate charts and manipulate large and complex data sources.



MICROSOFT POWERPOINT

Designed to test an individual's ability to perform tasks within a simulated Microsoft PowerPoint environment. The simulation tests a candidate's ability to present a presentation and make modifications to text and slide layouts.



MICROSOFT OUTLOOK

Designed to test an individual's ability to perform tasks within a simulated Microsoft Office Outlook environment. The simulation tests a candidate's essential skills of using Outlook for email, address book management, time scheduling and prioritisation of workload.



IT LITERACY

Designed to test an individual's ability to perform tasks within a simulated Microsoft Windows desktop. The IT Literacy test has a single level and evaluates a candidate's ability to navigate through a computer by using essential tools such as the file browser, the internet browser and change key settings within Windows 7.



MICROSOFT WORD TEST

(2003-2013)

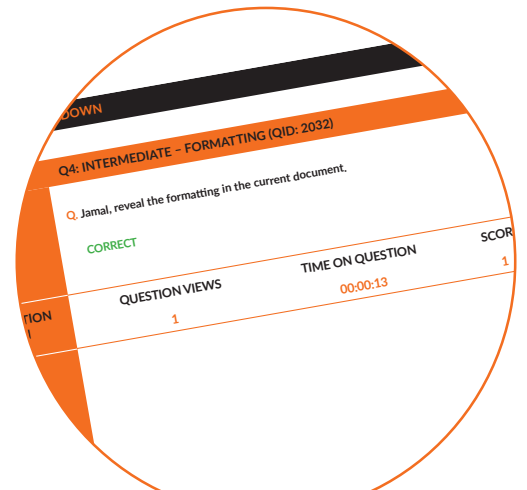


OVERVIEW

Designed to test an individual's ability to perform tasks within a simulated Microsoft Word environment. The simulated test platform is designed to closely mimic the look, feel and functionality of the original software. The functionality is fair to candidates in that it allows the tasks to be completed in a familiar way using menus, buttons, left clicks, right clicks and keyboard shortcuts in a way that they are most accustomed.

Candidates are presented with 15 questions to complete. Each question is assigned an allocated time to complete; typically 60-80 seconds, depending on the complexity of the question presented. The candidate's responses are automatically marked and a point is awarded for each correctly answered question. Skipped questions or those that are not taken will result in no point being awarded.

Sample question
Intermediate level



SKILLS MEASURED: COMPUTER LITERACY | LEVEL OF COMPETENCE | ACCURACY | ADAPTABILITY | SPEED | PROFICIENCY

TEST DETAILS



PRACTICE TEST AVAILABLE



RANDOMISED PRESENTATION



20 MINUTES ALLOWED



15 MINS AVERAGE COMPLETION TIME



15 QUESTIONS PRESENTED



80 QUESTIONS IN POOL

COMPLEMENTARY TESTS: MS EXCEL | MS POWERPOINT | MS OUTLOOK | IT LITERACY



BASIC

In this test candidates are required to understand the principles of Microsoft Word and demonstrate they are able to competently navigate the software, create and save their work, as well as perform essential and common daily tasks.

This level is appropriate for a candidate who uses MS Word daily as a simple word processing application and has access to assistance if required.



INTERMEDIATE

In this test candidates are required to understand the concept of Microsoft Word and demonstrate they are able to perform tasks which are required for more advanced formatting and setting changes.

This level is appropriate for a candidate who regularly writes templates and more complex documents.



EXPERT

In this test candidates are required to be highly proficient in using Microsoft Word and demonstrate they are able to change permission settings, display an understanding of advanced macro commands and editing large complex documents. This test builds on Core by increasing the rarity of the tasks tested and the depth of knowledge required to complete the task within the given time.

This level is appropriate for a candidate who is expected to use MS Word autonomously and understand the majority of tools & capabilities available.



MICROSOFT EXCEL TEST

(2003-2013)



OVERVIEW

Designed to test an individual's ability to perform tasks within a simulated Microsoft Excel environment. The simulated test platform is designed to closely mimic the look, feel and functionality of the original software. The functionality is fair to candidates in that it allows the tasks to be completed in a familiar way using menus, buttons, left clicks, right clicks and keyboard shortcuts in a way that they are most accustomed.

Candidates are presented with 15 questions to complete. Each question is assigned an allocated time to complete; typically 60-80 seconds, depending on the complexity of the question presented. The candidate's responses are automatically marked and a point is awarded for each correctly answered question. Skipped questions or those that are not taken will result in no point being awarded.

Sample question
Intermediate level



SKILLS MEASURED: COMPUTER LITERACY | LEVEL OF COMPETENCE | ACCURACY | ADAPTABILITY | SPEED | PROFICIENCY

TEST DETAILS



PRACTICE TEST AVAILABLE



RANDOMISED PRESENTATION



20 MINUTES ALLOWED



15 MINS AVERAGE COMPLETION TIME



15 QUESTION PRESENTED



80 QUESTIONS IN POOL

COMPLEMENTARY TESTS: MS WORD | MS POWERPOINT | MS OUTLOOK | IT LITERACY



BASIC

In this test candidates are required to understand the principles of Microsoft Excel and demonstrate they are able to competently navigate the software, create and save their work, and perform essential and common daily tasks.

This level is appropriate for a candidate who uses MS Excel daily as a simple spreadsheet application and has access to assistance if required.



INTERMEDIATE

In this test candidates are required to understand the concept of Microsoft Excel and demonstrate they are able to perform tasks which are required frequently for more advanced cell calculations and setting changes.

This level is appropriate for a candidate who regularly writes templates, interactive tables, charts and formulas.



EXPERT

In this test candidates are required to be highly proficient in using Microsoft Excel and demonstrate they are able to change permission settings, display an understanding of advanced macro commands, lookups, pivot tables and complex formula. This test builds on Core by increasing the rarity of the tasks tested and the depth of knowledge required to complete the task within the given time.

This level is appropriate for a candidate who is expected to use MS Excel autonomously and understand a greater scope of the software's capabilities.



MICROSOFT POWERPOINT TEST

(2003-2013)



OVERVIEW

Designed to test an individual's ability to perform tasks within a simulated Microsoft PowerPoint environment. The simulated test platform is designed to closely mimic the look, feel and functionality of the original software. The functionality is fair to candidates in that it allows the tasks to be completed in a familiar way using menus, buttons, left clicks, right clicks and keyboard shortcuts in a way that they are most accustomed.

Candidates are presented with 15 questions to complete. Each question is assigned an allocated time to complete; typically 60-80 seconds, depending on the complexity of the question presented. The candidate's responses are automatically marked and a point is awarded for each correctly answered question. Skipped questions or those that are not taken will result in no point being awarded.

Sample question
Intermediate level



SKILLS MEASURED: COMPUTER LITERACY | LEVEL OF COMPETENCE | ACCURACY | ADAPTABILITY | SPEED | PROFICIENCY

TEST DETAILS



PRACTICE TEST AVAILABLE



RANDOMISED PRESENTATION



20 MINUTES ALLOWED



15 MINS AVERAGE COMPLETION TIME



15 QUESTIONS PRESENTED



80 QUESTIONS IN POOL

COMPLEMENTARY TESTS: MS WORD | MS EXCEL | MS OUTLOOK | IT LITERACY



BASIC

In this test candidates are required to understand the principles of Microsoft PowerPoint and demonstrate they are able to competently navigate the software, create and save their work, and perform essential and common daily tasks.

This level is appropriate for a candidate who uses MS PowerPoint as a basic slide show presentation application and has access to assistance if required.



INTERMEDIATE

In this test candidates are required to understand the concept of Microsoft PowerPoint and demonstrate they are able to perform tasks which are required frequently for more advanced formatting and setting changes.

This level is appropriate for a candidate who frequently writes more complex presentations with animated effects.



EXPERT

In this test candidates are required to be highly proficient in using Microsoft PowerPoint and demonstrate they are able to change permission settings, create specialised presentations and convert presentations to different formats. This test builds on Core by increasing the rarity of the tasks tested and the depth of knowledge required to complete the task within the given time.

This level is appropriate for a candidate who is expected to use MS PowerPoint autonomously and understand the majority of its tools and software capabilities.



MICROSOFT OUTLOOK TEST

(2003-2013)



OVERVIEW

Designed to test an individual's ability to perform tasks within a simulated Microsoft Office Outlook environment. The simulated test platform is designed to closely mimic the look, feel and functionality of the original software. The functionality is fair to candidates in that it allows the tasks to be completed in a familiar way using menus, buttons, left clicks, right clicks and keyboard shortcuts in a way that they are most accustomed.

Candidates are presented with 15 questions to complete. Each question is assigned an allocated time to complete; typically 60-80 seconds, depending on the complexity of the question presented. The candidate's responses are automatically marked and a point is awarded for each correctly answered question. Skipped questions or those that are not taken will result in no point being awarded.

Sample question
Intermediate level



SKILLS MEASURED: COMPUTER LITERACY | LEVEL OF COMPETENCE | ACCURACY | ADAPTABILITY | SPEED | PROFICIENCY

TEST DETAILS



PRACTICE TEST AVAILABLE



RANDOMISED PRESENTATION



20 MINUTES ALLOWED



15 MINS AVERAGE COMPLETION TIME



15 QUESTIONS PRESENTED



80 QUESTIONS IN POOL

COMPLEMENTARY TESTS: MS WORD | MS EXCEL | MS POWERPOINT | IT LITERACY | IN-TRAY EXERCISE



BASIC

In this test candidates are required to understand the principles of Microsoft Outlook and demonstrate they are able to competently navigate the software, send and receive email, create new appointments and perform essential and common daily tasks.

This level is appropriate for a candidate who uses MS Outlook daily as a basic personal information manager and communication application and has access to assistance if required.



INTERMEDIATE

In this test candidates are required to understand the concept of Microsoft Outlook and demonstrate they are able to perform tasks which are required frequently for more advanced users.

This level is appropriate for a candidate who may export information to other programs, need to prioritise email, customise categories and use Outlook for diary management.



EXPERT

In this test candidates are required to be highly proficient in using Microsoft Outlook and demonstrate they are able to change permission settings, display an understanding of advanced automation, configuring advanced settings to personal preferences and using advanced calendar functions. This test builds on Core by increasing the rarity of the tasks tested and the depth of knowledge required to complete the task within the given time.

This level is appropriate for a candidate who is expected to use MS Outlook autonomously and understand the majority of tools available.



IT LITERACY TEST

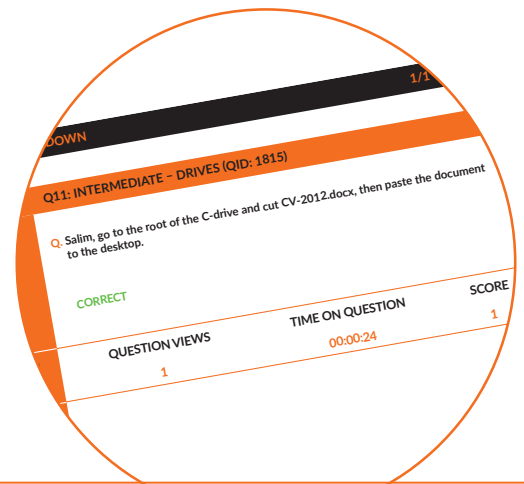


OVERVIEW

Designed to test an individual's ability to perform tasks within a simulated Microsoft Windows desktop. The IT Literacy test has a single level and evaluates a candidate's ability to navigate through a computer by using essential tools such as the file browser, the internet browser and change key settings within Windows 7. The simulated test platform is designed to closely mimic the look, feel and functionality of the original software. The functionality is fair to candidates in that it allows the tasks to be completed in a familiar way using menus, buttons, left clicks, right clicks and keyboard shortcuts in a way that they are most accustomed.

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Sample question Intermediate level



SKILLS MEASURED: COMPUTER LITERACY | LEVEL OF COMPETENCE | ACCURACY | ADAPTABILITY | SPEED | PROFICIENCY

TEST DETAILS



PRACTICE TEST AVAILABLE



RANDOMISED PRESENTATION



20 MINUTES ALLOWED



15 MINS AVERAGE COMPLETION TIME



15 QUESTIONS PRESENTED



30 QUESTIONS IN POOL

COMPLEMENTARY TESTS: MS WORD | MS EXCEL | MS POWERPOINT | MS OUTLOOK



BASIC TO INTERMEDIATE

In this test candidates are required to understand the Microsoft desktop and demonstrate they are able to competently navigate the software. The topics covered by the test include using file and Internet explorers, performing tasks which are required for more advanced file management and using the control panel.

This test is appropriate for a candidate who is expected to use and maintain the computer autonomously given a typical office environment.