



## Candidate Testing Program

### Accounting

Accountant	Cost Accounting	Math-General
Accounts Payable	Accounts Receivable	Math-General 2
Peachtree 9.0	QuickBooks 2001	Math Skills - Basic
Payroll	Bookkeeper	Math Skills - Standard
Business Documents	Inventory-Depreciation	Math Skills - Advanced
Financial Statements	Forms & Journals	Coding-Standard

### Office Administration

Data Entry-Alphanumeric	Typing Test	Filing-Standard
Data Entry-Numeric	Transcription-Business	Proofreading-Error Detection
Ten Key-Standard	Letter Setup-Letter Head Block	Postal Codes
Vocabulary-Business	Letter Setup-Semi Block	Secretarial Skills
Vocabulary-General	Letter Setup-Alternative Block	Telephone Skills
Grammar-Business	Letter Setup-Block	Office Manager Skills
Grammar-General	Customer Service Skills	Receptionist Skills

### Computer Programs

Word 2003-Standard	Excel 2003-Standard	PowerPoint 2003-Standard
Word 2003-Advanced	Excel 2003-Advanced	PowerPoint 2003-Advanced
Word 2002-Standard	Excel 2002-Standard	PowerPoint 2002-Standard
Word 2002-Advanced	Excel 2002-Advanced	PowerPoint 2002-Advanced
Word 2000-Standard	Excel 2000-Standard	PowerPoint 2000-Standard
Word 2000-Advanced	Excel 2000-Advanced	PowerPoint 2000-Advanced
Windows XP-Standard	Access 2003-Standard	Lotus 1 2 3-Standard
Windows 2000-Standard	Access 2003-Advanced	Lotus 1 2 3-Advanced
Windows 2000-Advanced	Access 2002-Standard	Lotus 1 2 3-Millennium
WordPerfect 2000-Standard	Access 2002-Advanced	Outlook 2003-Standard
Internet Explorer 6.0	Access 2000-Standard	Outlook 2002-Standard
Internet Explorer 5.0	Access 2000-Advanced	Outlook 2000-Standard

Midwest Professional Staffing tests all candidates in their area of expertise. These tests will give scores in beginning, intermediate and advanced computer skills; which gives you a valid outlook of the candidate's computer knowledge. All computer testing is available to our clients for a \$30 fee per candidate for any non-Midwest Professional Staffing job applicants.