

IKM MS Office

Assessments designed to produce a comprehensive profile of skills and knowledge of candidates and employees requiring Microsoft Office capabilities

IKM's Knowledge Measurement solutions allow organizations to recruit superior candidates and evaluate the impact of employee training and education programs through software-based assessments. IKM's suite of Microsoft Office assessments provides powerful, comprehensive and flexible knowledge measurement packages for positions requiring Microsoft Office capabilities.

IKM MS Office

IKM MS Office offers a broad selection of standard and customizable assessments for:

- Office 2003
- Office XP
- Office 2000
- Office 97

IKM has extensive assessments and question combinations available to choose from that are constantly being updated and extended to ensure existing and future Microsoft Office skill requirements are accommodated. For the most up to date assessment packages visit <http://ikmnet.com/available>. A sample of IKM MS Office assessments include:

- Word: 2003, 2002, 2000, '97
- Excel: 2003, 2002, 2000, '97
- PowerPoint: 2003, 2002, 2000, '97
- Access: 2003, 2002, 2000, '97
- Outlook: 2003, 2002, 2000, '97

IKM Software

In addition to IKM MS Office, IKM Software offers assessments beyond the Microsoft Office applications including:

- Word Perfect
- Lotus 1-2-3
- Netscape
- Front Page
- Internet Explorer

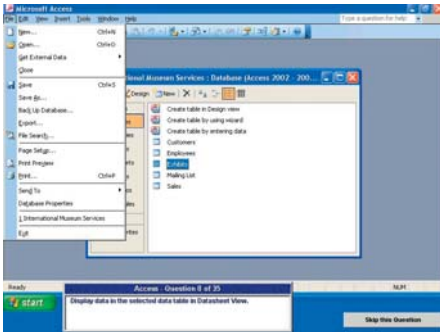
- Assess competencies in the latest Microsoft Office applications
- Allows tasks to be performed by the assessment-taker any way the software allows
- Easy-to-use assessment creation
- Powerful reporting at candidate or assessment level
- Can be accessed from any computer in a supervised or remote environment
- Available in multiple languages

Variable Answers

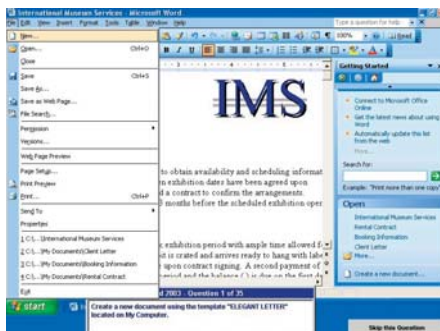
With most desktop applications, there are generally several ways to execute the same function. Some users may prefer to use Control Key functions, while others may take advantage of Drop Down Menus. IKM MS Office accommodates this by allowing assessment-takers to answer questions in any way the actual Office software allows – with no need to buy the actual software being tested.

Easy Reporting

IKM MS Office reporting presents important data in easy-to-understand formats. The powerful reporting capability allows the analysis of a candidate's performance, all at the click of a mouse. A results profile can easily be displayed for a single candidate, or all candidates who have taken a particular assessment.



IKM MS Office assessments permit candidates to perform tasks any way the actual software allows



Assessments on all versions of Microsoft Office

Powerful Customization

IKM provides advanced assessment customization ensuring that all tasks and disciplines may be covered in a single assessment. IKM's easy to use administration function allows the user to:

- **Customize existing assessments by drawing from IKM's database of questions**
- **Develop new questions to be added to standard tests**
- **Develop 4 types of response formats**
 - Multiple-choice
 - True-false
 - Fill-in-the-blank
 - Matching

Multiple Languages

IKM MS Office is available in multiple languages, making it a truly global solution. If a desired language is presently unavailable, IKM can quickly and easily extend the language selection as required.

Ease of Access

IKM Knowledge Measurement solutions can be accessed from any computer with an Internet connection, permitting assessment taking in the office, home, or from remote locations. This allows the flexibility of having assessments available at the convenience of the test-taker, or in a supervised environment when a higher degree of security for results integrity is required.

“ We needed a one-stop knowledge measurement solution for new office staff to ensure they could hit the ground running with applications like Word, Excel and Access. We also wanted fast and effective assessments to identify the training needs of our existing staff. IKM quickly developed and validated custom web-based assessments for our specific requirements, enabling us to manage testing across all our affiliate offices.”

Michael McCauley
Vice President, Human Resources, American Heart Association

Other IKM Solutions

IKM's Knowledge Measurement solutions include assessments on the widest range of competencies in Microsoft Office, clerical, medical, legal, call center, accounting, behavioral, computer literacy, IT, food services, retail sales and light industrial areas.

Working in Partnership

IKM works with organizations in partnership to ensure they are better positioned to make informed decisions on recruitment and employee training programs.

Contact IKM Regional Offices to begin the process of enhancing workforce knowledge management across the enterprise.

IKM Regional Offices

<http://ikmnet.com/contact>