

## Tests Available at Masiello Employment Services

Act! for Users  
Advanced Spelling  
Analytical Skills

Basic Computer Terminology  
Basic Office Skills  
Basic Office Skills (No Math)  
Basic Office Skills (No Verbal)  
Bookkeeping  
Business Etiquette  
Business Writing  
Business Objects

Comparison Skills  
Computer Literacy  
Customer Service Mindset Survey

Data Entry – 10 Key  
Data Entry Alpha Numeric

E-Mail Etiquette  
English as a Second Language

Filing by Name  
Following written Instructions

Human Resources Basics  
Human Resources Benefits Knowledge

Internet Basics  
Internet Research Skills  
Interviewing and Hiring Concepts

Macintosh Basics  
Mailroom Management Skills  
Marketing Fundamentals  
Math Word Problems  
Microsoft Access 2000  
Microsoft Excel – Normal User  
Microsoft Excel – Power User  
Microsoft Excel – Whole Test  
Microsoft Internet Explorer 4.0  
Microsoft Internet Explorer 5.0  
Microsoft Outlook  
Microsoft PowerPoint

Microsoft Project  
Microsoft Windows  
Microsoft Windows 95  
Microsoft Windows 98  
Microsoft Word – Normal Users  
Microsoft Word – Power User  
Microsoft Word – Whole Test

Numeric Proofreading

Office Filing Skills  
Office Grammar and Spelling  
Office Management Skills  
Office Math Skills

Payroll  
PeopleSoft HRMS  
Practice Typing Test  
Project Management for IT Professionals  
Project Management Fundamentals  
Proofreader's Marks  
Proofreading  
Punctuation

Reading Comprehension  
Recruiting Fundamentals

Shorthand  
Software Quality Assurance  
Spanish-English Bilingual

Typing Test  
Typing Test Passage 1  
Typing Test Passage 2  
Typing Test Passage 3  
Typing Test Passage 4

*Tests are administered in our office,  
and are provided by:*

