

IT Literacy Test

Module: UK Clerical

Updated: May 09

Overview

A randomized test to evaluate the Candidate's competency with general IT functions from basic upwards..

Skills Measured

IT familiarity

Literacy

Attention to detail

Recommended Applications

Anyone who is required to be familiar with general desktop functions of a keyboard and Microsoft application shortcuts.

Complementary Tests

Excel 2003

Word 2003

Test Details

Question Presentation Type	Multi Choice
Candidate Practice Available	Yes
Randomised Questioning	Yes
Available questions in pool	97
Number of questions presented	30
Time Allowed	30 mins
Average Time to Complete	20 mins

Sample Question

- Q.** In most Microsoft applications what will happen if you press F7?
- A. F7 will save my file
 - B. F7 will print my document
 - C. F7 will spell check my document
 - D. F7 will close my file

Sample Results

