



Excel 365, 2016 or 2013 Combo	20 Questions – 5 tries per question – 1 test
Word 365 or 2016 Combo	20 Questions – 4 tries per question – 1 test
Grammar, Spelling & Vocabulary	20 Questions – Multiple Choice - 1 test
Typing Test	3 minutes with a 1 minute warm up
Basic Computer Skills	15 questions – 4 tries per question – 1 test
Excel Advanced	12 questions – 5 tries per question – 1 test
Bookkeeping	20 questions – Multiple Choice – 1 test
Data Entry – Alphanumeric	5 minutes with 1 minute warm up
Outlook 365 or 2016 Combo	18 Questions – 4 tries per question - 1 test
Filing – Combo	15 Questions – Multiple Choice – 1 test
Math Skills	15 Questions – Multiple Choice – 1 test
Shipping and Receiving	15 Questions – Multiple Choice – 1 test
Pick and Pack	15 Questions – Multiple Choice – 1 test
QuickBooks (desktop version) 2016	15 Questions – Multiple Choice – 1 test
Payroll	15 Questions – Multiple Choice – 1 test
Accounts Receivable or Payable	15 Questions – Multiple Choice – 1 test

Additional tests are available upon request. Don't see something you want to practice on, no problem – send us an email at sales@totaltesting.com and we'll let you know if we have it or can create it.