

Test Analysis

23/10/2002



Passmark set to 85%

Date Range

From : 01/09/2002

To : 31/10/2002

User Name

Ian Smith

Test Analysis By Group

Group Name : Aboriginal Hostels

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : alex group

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : An InterAction

Outlook 98

User Name	Started	Finished	Time	Score	Type
Ian Smith	17:20:26 11/09/2002	17:22:59 11/09/2002	00:02 Hrs	Not Completed	Pretest

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : ANTS

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : APRA

Excel 2000

User Name	Started	Finished	Time	Score	Type
Carroll Lise	09:29:29 19/09/2002	09:32:57 19/09/2002	00:03 Hrs	Not Completed	Pretest
Claire Hancock	13:23:56 05/09/2002	13:54:04 05/09/2002	00:31 Hrs	72%	Pretest

		Skills Analysis	Score
		Starting Excel and Office Assistant	100%
		Screen Components	75%
		Navigating Workbooks	60%
		Creating Worksheets	67%
		Moving and Copying Cells	80%
		Opening, Saving and Closing	100%
		Formulas and Functions	67%
		Working with Ranges	89%
		Relative & Absolute References	22%
		Paste Functions	40%
		Toolbar Formatting	100%
		Menu Bar Formatting	100%
		Additional Formatting Features	67%
		3-D Workbooks	33%
		Splitting, Freezing and Hiding	52%
		Proofing Tools	50%
		Page Breaks and Previewing	100%
		Page Setup Options	100%
		Print Areas and Printing	100%
		Creating and Modifying Charts	53%
		Working with Chart Objects	47%
		Creating a Web Page	75%
		Worksheets and E-mail	100%
Darren McLeish	10:27:25 11/07/2002 10:29:35 11/07/2002		
	08:35:27 17/10/2002 08:37:08 17/10/2002 00:04 Hrs	Not Completed	Pretest
Tracey Mitchener	13:13:01 05/09/2002 13:46:57 05/09/2002 00:33 Hrs	56%	Pretest
		Skills Analysis	Score
		Starting Excel and Office Assistant	67%
		Screen Components	50%
		Navigating Workbooks	80%
		Creating Worksheets	73%
		Moving and Copying Cells	40%
		Opening, Saving and Closing	83%
		Formulas and Functions	78%
		Working with Ranges	56%
		Relative & Absolute References	33%
		Paste Functions	60%
		Toolbar Formatting	76%
		Menu Bar Formatting	50%
		Additional Formatting Features	33%
		3-D Workbooks	33%
		Splitting, Freezing and Hiding	43%
		Proofing Tools	50%
		Page Breaks and Previewing	75%
		Page Setup Options	100%
		Print Areas and Printing	58%

Creating and Modifying Charts	13%
Working with Chart Objects	7%
Creating a Web Page	75%
Worksheets and E-mail	100%

Excel 97

User Name	Started	Finished	Time	Score	Type
Tracey Mitchener	16:24:16 17/10/2002	16:24:33 17/10/2002	00:00 Hrs	Not Completed	Posttest
Tracey Mitchener	16:26:24 17/10/2002	16:47:41 17/10/2002	00:21 Hrs	60%	Pretest

Skills Analysis

	Score
Starting Excel and Office Assistant	100%
Screen Components	50%
Navigating Workbooks	75%
Creating Worksheets	75%
Moving and Copying Cells	100%
Opening, Saving and Closing	75%
Formulas and Functions	44%
Working with Ranges	0%
Relative and Absolute References	50%
Paste Functions	56%
Toolbar Formatting	72%
Menu Bar Formatting	50%
Additional Formatting Features	75%
3-D Workbooks	0%
Splitting, Freezing and Hiding	50%
Proofing Tools	50%
Page Breaks and Previewing	67%
Page Setup Options	75%
Print Areas and Printing	100%
Creating and Modifying Charts	33%
Working with Chart Objects	42%

FrontPage 2000

User Name	Started	Finished	Time	Score	Type
Darren McLeish	08:37:37 17/10/2002	08:37:45 17/10/2002			
	08:37:37 17/10/2002	08:37:48 17/10/2002	00:00 Hrs	Not Completed	Pretest

PowerPoint 2000

User Name	Started	Finished	Time	Score	Type
Susan Lacey	09:43:35 16/10/2002	09:44:26 16/10/2002	00:01 Hrs	Not Completed	Pretest

Word 2000

User Name	Started	Finished	Time	Score	Type
Darren McLeish	08:30:51 17/10/2002	08:34:07 17/10/2002			
	08:34:33 17/10/2002	08:34:52 17/10/2002	00:04 Hrs	Not Completed	Pretest

Word 97

User Name	Started	Finished	Time	Score	Type
Tracey Mitchener	15:53:37 16/10/2002	15:55:15 16/10/2002			
	15:56:17 16/10/2002	16:17:31 16/10/2002			
	15:58:43 17/10/2002	16:09:42 17/10/2002			
	16:10:19 17/10/2002	16:10:29 17/10/2002	00:34 Hrs	Not Completed	Pretest
Tracey Mitchener	10:10:21 17/10/2002	10:10:40 17/10/2002			
	16:23:41 17/10/2002	16:23:52 17/10/2002	00:00 Hrs	Not Completed	Posttest

Group Pre-Test Average 62%

Group Post-Test Average NA

Group Name : Auckland HB

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : Australia Post

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : Australian Tax Office

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : Australian Industrial Registry

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : Boulderstone

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : Bay Region

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : Brisbane Learning Centre

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : Caltex Ampol

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : Canberra Connect

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : Canterbury DHB

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : CDPP

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : CentreLink

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : Charles Sturt Uni.

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : Chevron Texaco

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : Chris Craft

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : Correctional Services

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : CSC

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : DAIS

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : Deakin Prime

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : Department of Veterans' Affairs

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : Department of Defence**Access 2000**

User Name	Started	Finished	Time	Score	Type
Matthew Koch	15:20:58	27/08/2002	15:31:02	27/08/2002	
	15:38:50	27/08/2002	15:41:04	27/08/2002	
	15:48:18	28/08/2002	16:02:22	28/08/2002	
	13:35:23	02/09/2002	15:09:37	02/09/2002	02:02 Hrs
Skills Analysis					Score
Access Screen Components					61%
Opening Database Objects					100%
Data Entry and Navigation					100%
Creating Tables					80%
Modifying the Table Design					78%
Working with Records					72%
Importing Data					100%
Table Relationships					83%
Creating and Using Forms					100%
Modifying Forms					48%
Formatting Forms					50%
Creating and Running Queries					94%
Joining Tables					93%
Action and Crosstab Queries					100%
Creating a Report					100%
Previewing and Printing					100%
Report Modification					100%
Scott Harris	16:13:47	29/08/2002	16:29:16	29/08/2002	
	16:23:23	05/09/2002	16:25:45	05/09/2002	00:18 Hrs

Excel 2000

User Name	Started	Finished	Time	Score	Type	
Matthew Koch	16:25:33	02/09/2002	16:25:47	02/09/2002	00:00 Hrs	Not Completed Pretest

Excel 97

User Name	Started	Finished	Time	Score	Type	
Eileen Carrick	16:35:13	04/09/2002	16:35:44	04/09/2002		
	16:35:55	04/09/2002	16:36:09	04/09/2002	00:01 Hrs	Not Completed Posttest
Eileen Carrick	16:48:59	04/09/2002	16:51:02	04/09/2002		
	16:51:11	04/09/2002	16:51:44	04/09/2002	00:03 Hrs	Not Completed Pretest
Matthew Koch	15:41:28	27/08/2002	15:46:08	27/08/2002		
	08:14:32	04/09/2002	08:21:22	04/09/2002		
	14:26:44	04/09/2002	14:27:11	04/09/2002		
	14:51:09	04/09/2002	14:53:03	04/09/2002		
	07:44:49	05/09/2002	07:48:09	05/09/2002	00:19 Hrs	Not Completed Pretest

FrontPage 2000

User Name	Started	Finished	Time	Score	Type
Matthew Koch	16:54:50 04/09/2002	17:26:25 04/09/2002	00:32 Hrs	Not Completed	Pretest

Internet Explorer 5

User Name	Started	Finished	Time	Score	Type
Eileen Carrick	16:22:45 28/08/2002	16:23:48 28/08/2002			
	16:08:36 03/09/2002	16:11:16 03/09/2002			
	16:11:22 03/09/2002	16:18:33 03/09/2002			
	16:18:41 03/09/2002	16:21:16 03/09/2002			
	16:11:34 05/09/2002	16:22:47 05/09/2002			
	16:23:11 05/09/2002	16:25:12 05/09/2002			
	16:25:23 05/09/2002	16:26:24 05/09/2002			
	16:03:24 06/09/2002	16:14:08 06/09/2002	00:39 Hrs	90%	Pretest

Skills Analysis

	Score
Starting and Screen Components	80%
Basic Navigation and Help	100%
Search Tools	100%
Favourites and History	100%
Using Outlook Express for E-mail	100%
Creating and Sending Messages	100%
Working with Existing Messages	50%
Address Book	100%
Working with Folders	100%
Newsgroups Introduction	100%
Interacting with Newsgroups	67%
Customising Settings	100%
Printing and Saving Web Pages	75%
The Active Desktop	100%

Eileen Carrick	16:16:02 06/09/2002	16:22:54 06/09/2002			
	16:16:02 06/09/2002	16:22:50 06/09/2002	00:12 Hrs	91%	Posttest

Skills Analysis

	Score
Starting and Screen Components	73%
Basic Navigation and Help	100%
Search Tools	100%
Favourites and History	100%
Using Outlook Express for E-mail	100%
Creating and Sending Messages	100%
Working with Existing Messages	100%
Address Book	100%
Working with Folders	92%
Newsgroups Introduction	100%
Interacting with Newsgroups	100%
Customising Settings	100%
Printing and Saving Web Pages	75%
The Active Desktop	50%

Matthew Koch	15:23:32 04/09/2002	15:23:55 04/09/2002			
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16:39:49 04/09/2002	16:50:09 04/09/2002	00:11 Hrs	96%	Pretest
Skills Analysis				Score
Starting and Screen Components				80%
Basic Navigation and Help				100%
Search Tools				100%
Favourites and History				100%
Using Outlook Express for E-mail				100%
Creating and Sending Messages				100%
Working with Existing Messages				100%
Address Book				100%
Working with Folders				100%
Newsgroups Introduction				33%
Interacting with Newsgroups				100%
Customising Settings				100%
Printing and Saving Web Pages				100%
The Active Desktop				100%

Matthew Koch 08:19:26 05/09/2002 08:35:52 05/09/2002 00:16 Hrs Not Completed Posttest

Lotus Notes R5

User Name	Started	Finished	Time	Score	Type
Matthew Koch	15:33:17 04/09/2002	15:34:28 04/09/2002	00:01 Hrs	Not Completed	Pretest
Scott Harris	16:03:44 29/08/2002	16:13:18 29/08/2002			
	16:19:06 30/08/2002	16:31:52 30/08/2002			
	15:56:35 05/09/2002	16:05:11 05/09/2002			
	16:25:59 05/09/2002	16:28:09 05/09/2002	00:34 Hrs	Not Completed	Pretest

Outlook 98

User Name	Started	Finished	Time	Score	Type
Eileen Carrick	16:25:23 27/08/2002	16:25:59 27/08/2002			
	16:22:42 02/09/2002	16:24:06 02/09/2002			
	16:24:13 02/09/2002	16:25:49 02/09/2002			
	16:26:00 02/09/2002	16:27:06 02/09/2002			
	16:27:23 02/09/2002	16:27:57 02/09/2002			
	16:28:13 02/09/2002	16:29:11 02/09/2002			
	16:27:25 04/09/2002	16:29:51 04/09/2002			
	16:30:07 04/09/2002	16:34:19 04/09/2002			
	16:30:07 04/09/2002	16:34:29 04/09/2002	00:15 Hrs	Not Completed	Posttest
Eileen Carrick	16:26:20 27/08/2002	16:33:57 27/08/2002			
	16:34:07 27/08/2002	16:34:41 27/08/2002			
	16:34:55 27/08/2002	16:35:13 27/08/2002			
	16:35:18 27/08/2002	16:35:59 27/08/2002			
	16:36:19 27/08/2002	16:38:12 27/08/2002			
	16:38:35 27/08/2002	16:41:20 27/08/2002			
	16:41:26 27/08/2002	16:42:10 27/08/2002			
	16:42:20 27/08/2002	16:43:10 27/08/2002			
	16:44:03 27/08/2002	16:58:20 27/08/2002			
	16:24:50 28/08/2002	16:42:25 28/08/2002			

16:42:30	28/08/2002	16:54:19	28/08/2002			
16:41:26	29/08/2002	16:46:06	29/08/2002			
16:46:10	29/08/2002	16:50:07	29/08/2002			
16:50:22	29/08/2002	16:50:33	29/08/2002			
16:51:09	29/08/2002	16:59:34	29/08/2002			
15:56:42	02/09/2002	15:58:52	02/09/2002			
15:59:17	02/09/2002	16:00:31	02/09/2002			
16:00:56	02/09/2002	16:21:55	02/09/2002			
16:22:08	02/09/2002	16:22:20	02/09/2002			
16:22:06	03/09/2002	16:22:27	03/09/2002			
16:15:55	04/09/2002	16:27:06	04/09/2002	01:52 Hrs	68%	Pretest

Skills Analysis**Score**

Outlook Screen Components	67%
Outlook Folders	38%
Creating and Sending Messages	86%
Working with Existing Messages	86%
Verify, Reply and Forward	100%
Message Handling Tools	27%
Working with Templates	100%
Signatures and Hypertext Links	80%
The Voting Features	100%
Using the Address Book	27%
Working with Views	33%
Finding Items	67%
Creating and Expanding Folders	67%
Enhanced Folder Features	0%
Creating Rules	50%
Archiving and Working Remotely	67%
Entering Appointments	100%
Appointment Features	50%
Viewing and Arranging Items	92%
Time Zones and Printing	67%
Setting Access Permissions	13%
Meetings	67%
Events	42%
Customising Outlook	50%
Adding Contacts	100%
Navigating and Editing	100%
Advanced Contact List Features	87%
Creating Tasks	94%
Working with Existing Tasks	80%
Delegating Tasks	89%
Journal Basics	83%
Journal Options and Notes	100%

Matthew Koch	15:34:54	04/09/2002	15:36:23	04/09/2002	00:02 Hrs	Not Completed	Pretest
Scott Harris	16:18:33	05/09/2002	16:22:03	05/09/2002	00:04 Hrs	Not Completed	Posttest

PC Skills

User Name	Started	Finished	Time	Score	Type
Eileen Carrick	16:23:53 06/09/2002	16:27:36 06/09/2002	00:04 Hrs	91%	Posttest
	Skills Analysis				Score
	Personal Computers - The Basics				96%
	The System Unit				62%
	The Keyboard, Mouse and Monitor				100%
	Computer Peripherals				93%
	The Internet				100%
Emma Kitney	09:10:18 05/09/2002	09:13:40 05/09/2002	00:03 Hrs	96%	Pretest
	Skills Analysis				Score
	Personal Computers - The Basics				100%
	The System Unit				81%
	The Keyboard, Mouse and Monitor				100%
	Computer Peripherals				96%
	The Internet				100%
Emma Kitney	09:25:13 05/09/2002	09:26:50 05/09/2002	00:01 Hrs	99%	Posttest
	Skills Analysis				Score
	Personal Computers - The Basics				100%
	The System Unit				100%
	The Keyboard, Mouse and Monitor				98%
	Computer Peripherals				100%
	The Internet				100%
Matthew Koch	14:00:04 04/09/2002	14:23:25 04/09/2002	00:23 Hrs	94%	Pretest
	Skills Analysis				Score
	Personal Computers - The Basics				92%
	The System Unit				95%
	The Keyboard, Mouse and Monitor				91%
	Computer Peripherals				100%
	The Internet				100%

PowerPoint 97

User Name	Started	Finished	Time	Score	Type
Eileen Carrick	16:28:29 06/09/2002	16:29:44 06/09/2002	00:01 Hrs	Not Completed	Posttest
Eileen Carrick	16:54:36 06/09/2002	16:55:20 06/09/2002			
	16:54:36 06/09/2002	16:55:16 06/09/2002	00:02 Hrs	Not Completed	Pretest
Matthew Koch	15:43:00 28/08/2002	15:47:27 28/08/2002			
	16:23:47 02/09/2002	16:24:58 02/09/2002	00:05 Hrs	Not Completed	Pretest

Windows 2000

User Name	Started	Finished	Time	Score	Type
Scott Harris	16:10:54 05/09/2002	16:17:57 05/09/2002			
	15:36:51 06/09/2002	16:13:31 06/09/2002	00:44 Hrs	79%	Posttest
	Skills Analysis				Score
	Desktop Basics				100%
	The Task Bar				94%

Working in Windows	100%
Additional Start Menu Tools	60%
WordPad Components	92%
WordPad Document Formatting	75%
MS Paint	60%
Using Multiple Applications	73%
My Computer Basics	73%
Folder Options	75%
Customising the Desktop	67%
Additional Customising Tools	100%
Explorer Screen Components	100%
Contents Pane	100%
Working with Explorer Objects	100%
Recycle Bin and Floppy Disk Tools	100%
ShortCuts	100%
Startup Folder	100%
Printing Documents	100%
Controlling Printing	100%
General Disk Properties	100%
Disk Maintenance	100%
Search Feature	100%
Networking Resources	100%
My Briefcase	100%
Mapping	100%
Outlook Express	100%
Creating and Sending Messages	100%
Working with Existing Messages	100%
Using Internet Explorer	100%

Word 97

User Name	Started	Finished	Time	Score	Type
Eileen Carrick	16:03:46 29/08/2002	16:05:19 29/08/2002			
	16:11:13 29/08/2002	16:29:58 29/08/2002			
	16:30:02 29/08/2002	16:41:13 29/08/2002			
	16:50:46 29/08/2002	16:51:02 29/08/2002			
	16:29:55 02/09/2002	16:43:25 02/09/2002	00:46 Hrs	46%	Pretest
	Skills Analysis				Score
	Word and Screen Components				60%
	Navigating Documents				20%
	Creating New Documents				25%
	Formatting Features				61%
	Formatting Paragraphs				83%
	Page Layout Features				60%
	Headers and Footers				8%
	Working with Columns				100%
	Graphics				33%
	Graphic and Text Enhancements				33%

Proofing Tools	25%
Auto Correct	50%
Finding and Replacing Words	60%
Printing a Document	75%
Envelopes and Labels	100%
Working with Templates	67%
Outlining Documents	0%
File Management	0%

Eileen Carrick	16:43:41 02/09/2002	16:45:34 02/09/2002	
	16:45:52 02/09/2002	16:49:56 02/09/2002	
	16:50:05 02/09/2002	16:50:34 02/09/2002	
	15:59:17 03/09/2002	16:00:08 03/09/2002	
	16:00:18 03/09/2002	16:01:45 03/09/2002	
	16:02:15 03/09/2002	16:05:14 03/09/2002	
	16:05:41 03/09/2002	16:07:45 03/09/2002	00:13 Hrs Not Completed Posttest

Group Pre-Test Average 81%

Group Post-Test Average 90%

Group Name : Dept of Human Services

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : Dept for Environment

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : Dept of Justice

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : DEST

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : DETYA

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : Dunedin City Council

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : Ecole

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : ExecuTrain

Excel 2000

User Name	Started	Finished	Time	Score	Type
Richelle Rowe	18:37:41 04/09/2002	18:41:17 04/09/2002	00:04 Hrs	Not Completed	Posttest
Richelle Rowe	16:01:58 11/09/2002	16:02:16 11/09/2002			
	16:02:30 11/09/2002	16:03:02 11/09/2002	00:02 Hrs	Not Completed	Pretest

Outlook 2000

User Name	Started	Finished	Time	Score	Type
Richelle Rowe	11:50:16 12/07/2002	11:51:34 12/07/2002			
	12:04:38 15/07/2002	12:05:52 15/07/2002			
	15:55:07 30/07/2002	15:56:19 30/07/2002			
	14:08:50 27/09/2002	14:10:06 27/09/2002			
	14:16:35 27/09/2002	14:17:21 27/09/2002			
	14:17:34 27/09/2002	14:18:15 27/09/2002			
	14:20:41 27/09/2002	14:21:06 27/09/2002			
	14:22:27 27/09/2002	14:23:58 27/09/2002			
	14:24:48 27/09/2002	14:24:56 27/09/2002			
	15:27:04 27/09/2002	15:27:15 27/09/2002			
	15:40:13 27/09/2002	15:42:58 27/09/2002			
	15:43:21 27/09/2002	15:44:12 27/09/2002	00:12 Hrs	Not Completed	Pretest

PC Skills

User Name	Started	Finished	Time	Score	Type
Richelle Rowe	14:53:33 03/07/2002	15:02:31 03/07/2002			
	12:01:43 04/07/2002	12:07:59 04/07/2002			
	14:13:52 15/07/2002	14:18:53 15/07/2002			

10:17:53 29/07/2002 10:23:39 29/07/2002
 10:13:52 23/09/2002 10:16:12 23/09/2002
 10:13:56 23/09/2002 10:18:33 23/09/2002
 11:24:45 23/09/2002 11:25:04 23/09/2002
 11:32:58 23/09/2002 11:39:34 23/09/2002
 13:45:24 23/09/2002 13:49:22 23/09/2002

16:00:18 27/09/2002 16:00:54 27/09/2002 00:46 Hrs Not Completed Pretest
 Richelle Rowe 10:32:45 05/09/2002 10:33:26 05/09/2002
 10:33:37 05/09/2002 10:40:08 05/09/2002 00:08 Hrs 92% Posttest

Skills Analysis

Personal Computers - The Basics 100%
 The System Unit 67%
 The Keyboard, Mouse and Monitor 98%
 Computer Peripherals 93%
 The Internet 100%

PowerPoint 2000

User Name	Started	Finished	Time	Score	Type
Richelle Rowe	20:21:36 04/09/2002	20:51:28 04/09/2002			
	20:51:42 04/09/2002	21:12:01 04/09/2002			
	09:25:54 05/09/2002	09:29:48 05/09/2002			
	09:35:56 05/09/2002	09:51:56 05/09/2002			
	10:40:43 05/09/2002	10:50:47 05/09/2002	01:21 Hrs	90%	Posttest

Skills Analysis

Starting PowerPoint 100%
 Screen Components 100%
 View Buttons 100%
 Opening, Saving and Closing 100%
 Creating New Presentations 100%
 Slide View 94%
 Outline View 75%
 Arranging Slides 100%
 Slide Layout 100%
 Templates 80%
 Drawing Tools 80%
 Title Masters and Headers/Footers 100%
 Slide Master 50%
 Creating Charts 93%
 Enhancing Charts 100%
 Tables 100%
 Working with Slide Shows 100%
 Spell Checking and Printing 100%

PowerPoint 97

User Name	Started	Finished	Time	Score	Type
Richelle Rowe	21:12:46 04/09/2002	21:52:08 04/09/2002	00:40 Hrs	84%	Pretest

Skills Analysis

Score

Starting PowerPoint	92%
Screen Components	67%
View Buttons	80%
Creating New Presentations	95%
Opening, Saving and Closing	60%
Using Existing Presentations	92%
Outline View	100%
Templates	60%
Title Masters and Headers/Footers	87%
Slide Master	100%
Speaker Notes and Handouts	67%
Creating Charts	73%

Word 2000

User Name	Started	Finished	Time	Score	Type
Richelle Rowe	13:08:55	24/07/2002	13:54:33	24/07/2002	
	16:54:03	04/09/2002	16:55:21	04/09/2002	
	21:55:11	04/09/2002	22:51:20	04/09/2002	01:43 Hrs 87% Pretest
	Skills Analysis				Score
Word and Office Assistant					80%
Screen Components					78%
Navigation Tools					100%
Creating Documents					100%
Moving And Copying Text					100%
Opening, Saving and Closing					83%
Basic Text Formatting					60%
Automated Formatting					80%
Formatting Paragraphs					83%
Formatting with Tabs					87%
Creating and Modifying Tabs					87%
Formatting Tables					100%
Page Design					92%
Working with Columns					92%
Headers and Footers					78%
Clip Art					92%
Graphics and Text Enhancements					67%
Drawing Tools					75%
Proofing Tools					100%
Find and Replace					100%
Printing Documents					100%
AutoCorrect Features					83%
Envelopes and Lables					100%
Outlining					67%
Working with Templates					100%
File Management Techniques					73%
Creating Web Pages					73%
Documents and E-mail					100%

Richelle Rowe	09:52:18 05/09/2002 10:11:30 05/09/2002 00:19 Hrs	88%	Posttest
	Skills Analysis		Score
	Word and Office Assistant		100%
	Screen Components		100%
	Navigation Tools		93%
	Creating Documents		100%
	Moving And Copying Text		100%
	Opening, Saving and Closing		83%
	Basic Text Formatting		100%
	Automated Formatting		80%
	Formatting Paragraphs		83%
	Formatting with Tabs		87%
	Creating and Modifying Tabs		53%
	Formatting Tables		100%
	Page Design		100%
	Working with Columns		100%
	Headers and Footers		100%
	Clip Art		100%
	Graphics and Text Enhancements		100%
	Drawing Tools		100%
	Proofing Tools		100%
	Find and Replace		100%
	Printing Documents		100%
	AutoCorrect Features		100%
	Envelopes and Lables		100%
	Outlining		100%
	Working with Templates		100%
	File Management Techniques		100%
	Creating Web Pages		100%
	Documents and E-mail		100%

Group Pre-Test Average 85%

Group Post-Test Average 90%

Group Name : ExecuTrain

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : Family Court

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : Hawkes Bay DHB**Word 2000**

User Name	Started	Finished	Time	Score	Type
Yvonne Duxfield	15:21:26 23/09/2002	15:31:41 23/09/2002	00:10 Hrs	Not Completed	Pretest
Yvonne Duxfield	15:34:19 23/09/2002	15:42:39 23/09/2002	00:08 Hrs	86%	Posttest

Skills Analysis

	Score
Word and Office Assistant	100%
Screen Components	67%
Navigation Tools	93%
Creating Documents	100%
Moving And Copying Text	75%
Opening, Saving and Closing	83%
Basic Text Formatting	93%
Automated Formatting	100%
Formatting Paragraphs	83%
Formatting with Tabs	67%
Creating and Modifying Tabs	80%
Formatting Tables	100%
Page Design	100%
Working with Columns	100%
Headers and Footers	100%
Clip Art	100%
Graphics and Text Enhancements	100%
Drawing Tools	100%
Proofing Tools	100%
Find and Replace	100%
Printing Documents	100%
AutoCorrect Features	100%
Envelopes and Lables	100%
Outlining	100%
Working with Templates	100%
File Management Techniques	100%
Creating Web Pages	100%
Documents and E-mail	100%

Group Pre-Test Average NA

Group Post-Test Average 86%

Group Name : Holden Ltd

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : Human Services Victoria

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : IBM

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : Integral energy

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : Ipex ITG

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : ITC Australasia**Outlook 2000**

User Name	Started	Finished	Time	Score	Type
Colette Woodliffe	10:28:32 12/09/2002	10:32:56 12/09/2002	00:04 Hrs	Not Completed	Pretest

Word 97

User Name	Started	Finished	Time	Score	Type
Alex Bradley	10:56:34 21/05/2002	10:56:49 21/05/2002			
	17:17:59 26/09/2002	17:19:21 26/09/2002	00:02 Hrs	Not Completed	Pretest

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : Kimberly-Clark

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : Legal Aid Commission of Victoria

Group Pre-Test Average NA
 Group Post-Test Average NA

Group Name : Manningham Council

Group Pre-Test Average NA
 Group Post-Test Average NA

Group Name : Microsoft

Group Pre-Test Average NA
 Group Post-Test Average NA

Group Name : Mid Central Health Board

Group Pre-Test Average NA
 Group Post-Test Average NA

Group Name : Ministry

Group Pre-Test Average NA
 Group Post-Test Average NA

Group Name : Mortgage Choice

Access 2000

User Name	Started	Finished	Time	Score	Type
Edmond Balit	16:14:36	19/09/2002	16:28:48	19/09/2002	
	12:04:19	26/09/2002	12:21:33	26/09/2002	
	12:21:43	26/09/2002	12:22:27	26/09/2002	
	14:03:26	14/10/2002	14:17:36	14/10/2002	
	14:17:45	14/10/2002	14:18:02	14/10/2002	00:47 Hrs
Jude De Araugo	17:24:06	19/09/2002	17:36:27	19/09/2002	
	08:54:25	20/09/2002	09:02:35	20/09/2002	00:20 Hrs

Excel 2000

User Name	Started	Finished	Time	Score	Type
Edmond Balit	12:00:56	26/09/2002	12:03:57	26/09/2002	
	12:22:32	26/09/2002	12:24:57	26/09/2002	00:05 Hrs Not Completed Pretest
Greg McQueen	15:32:01	17/10/2002	15:38:44	17/10/2002	00:06 Hrs Not Completed Pretest
Tania Geerssen	13:36:30	06/08/2002	13:59:00	06/08/2002	
	16:26:51	05/09/2002	16:37:34	05/09/2002	00:34 Hrs 66% Pretest
Skills Analysis					Score
Starting Excel and Office Assistant					67%
Screen Components					58%
Navigating Workbooks					53%
Creating Worksheets					73%
Moving and Copying Cells					60%
Opening, Saving and Closing					89%
Formulas and Functions					100%
Working with Ranges					67%
Relative & Absolute References					67%
Paste Functions					33%
Toolbar Formatting					86%
Menu Bar Formatting					50%
Additional Formatting Features					83%
3-D Workbooks					0%
Splitting, Freezing and Hiding					71%
Proofing Tools					50%
Page Breaks and Previewing					100%
Page Setup Options					58%
Print Areas and Printing					75%
Creating and Modifying Charts					73%
Working with Chart Objects					13%
Creating a Web Page					100%
Worksheets and E-mail					50%
Vincent Camilleri	10:35:44	22/10/2002	10:59:50	22/10/2002	
	10:35:44	22/10/2002	10:59:57	22/10/2002	00:48 Hrs Not Completed Pretest
Yew Kong Lye	19:02:40	01/09/2002	19:02:52	01/09/2002	00:00 Hrs Not Completed Pretest

Internet Explorer 5

User Name	Started	Finished	Time	Score	Type
Jude De Araugo	09:18:23	20/09/2002	09:35:21	20/09/2002	00:17 Hrs 49% Pretest
Skills Analysis					Score
Starting and Screen Components					20%
Basic Navigation and Help					50%
Search Tools					0%
Favourites and History					0%
Using Outlook Express for E-mail					67%
Creating and Sending Messages					60%
Working with Existing Messages					50%
Address Book					75%

Working with Folders	25%
Newsgroups Introduction	100%
Interacting with Newsgroups	33%
Customising Settings	100%
Printing and Saving Web Pages	67%
The Active Desktop	17%

Lotus Notes R5

User Name	Started	Finished	Time	Score	Type
Jude De Araugo	09:03:20 20/09/2002	09:17:31 20/09/2002	00:14 Hrs	23%	Pretest
Skills Analysis					Score
	Starting Lotus Notes			47%	
	Accessing and Managing E-mail			33%	
	Calendars and Schedules			0%	
	Introduction to Databases			0%	
	Creating Documents			50%	
	Understanding Replication			0%	

PowerPoint 2000

User Name	Started	Finished	Time	Score	Type
Maria Ramsay	14:34:39 07/10/2002	14:36:30 07/10/2002	00:02 Hrs	Not Completed	Pretest
Vincent Camilleri	14:11:49 12/10/2002	14:19:03 12/10/2002	00:08 Hrs	Not Completed	Pretest

Group Pre-Test Average 46%

Group Post-Test Average NA

Group Name : N.S.W. Lotteries

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : NSW Government

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : NSW Farmers

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : Nutrimerics

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : Origin Energy

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : Orrcon

Excel 97

User Name	Started	Finished	Time	Score	Type
Geoff Whitehouse	10:32:09 26/09/2002	10:49:57 26/09/2002	00:17 Hrs	Not Completed	Pretest

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : PC World

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : Powercor Australia Limited

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : Primary Industries

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : Qld Health

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : Reserve Bank

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : SA Metro. Fire Service

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : Sales

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : Scott Keogh's Demo Group

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : Skill Check

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : SoftSkills Interactive

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : SoftwareSupermarket

Group Pre-Test Average NA
Group Post-Test Average NA

Group Name : St. Vincent de Paul Society

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : TAFE NSW

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : Toll Ipec**Access 2000**

User Name	Started	Finished	Time	Score	Type	
Kevin McGarva	15:54:11	17/10/2002	15:55:09	17/10/2002		
	15:55:21	17/10/2002	15:55:56	17/10/2002		
	15:56:02	17/10/2002	15:57:04	17/10/2002		
	15:57:15	17/10/2002	15:58:42	17/10/2002		
	16:23:32	17/10/2002	16:49:43	17/10/2002	00:29 Hrs	77% Pretest
	Skills Analysis				Score	
	Access Screen Components				78%	
	Opening Database Objects				80%	
	Data Entry and Navigation				89%	
	Creating Tables				80%	
	Modifying the Table Design				89%	
	Working with Records				83%	
	Importing Data				100%	
	Table Relationships				75%	
	Creating and Using Forms				83%	
	Modifying Forms				52%	
	Formatting Forms				75%	
	Creating and Running Queries				94%	
	Joining Tables				40%	
	Action and Crosstab Queries				100%	
	Creating a Report				80%	
	Previewing and Printing				67%	
	Report Modification				100%	
Kevin McGarva	16:49:58	17/10/2002	16:50:08	17/10/2002	00:01 Hrs	Not Completed Posttest

Outlook 2000

User Name	Started	Finished	Time	Score	Type	
Kevin McGarva	09:32:17	19/10/2002	10:12:55	19/10/2002	00:40 Hrs	78% Pretest
	Skills Analysis				Score	
	Starting Outlook				67%	

Screen Components	100%
Outlook Folders	80%
Printing in Outlook	100%
Creating and Sending Messages	81%
Working with Existing Messages	93%
Message Handling Tools	33%
Signatures	100%
Stationery and Templates	100%
Customising Address Books	83%
Viewing Items	67%
Finding Items	50%
Working with Folders	67%
Archiving Folders	100%
Using Documents	100%
Entering Appointments	50%
Viewing and Arranging Items	67%
Adding Events	50%
Saving as Web Page	67%
Adding Contacts	100%
Using the Contacts Tools	89%
Additional Contact Tools	100%
Customising Outlook	50%
Creating Tasks	67%
Working with Existing Tasks	100%
Delegating Tasks and AutoCreate	100%
The Journal	67%

Group Pre-Test Average 77%

Group Post-Test Average NA

Group Name : Training

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : TrainingPoint

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : University of Western Australia

Group Pre-Test Average NA

Group Post-Test Average NA**Group Name : Victoria Legal Aid**

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : Victoria Legal Aid

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : VLS

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : Wairarapa DHB**Access 2000**

User Name	Started	Finished	Time	Score	Type
Gary Ireland	14:33:25 16/10/2002	14:51:19 16/10/2002	00:18 Hrs	82%	Pretest
					Score
					Skills Analysis
					Access Screen Components 72%
					Opening Database Objects 100%
					Data Entry and Navigation 78%
					Creating Tables 100%
					Modifying the Table Design 100%
					Working with Records 61%
					Importing Data 83%
					Table Relationships 75%
					Creating and Using Forms 75%
					Modifying Forms 81%
					Formatting Forms 92%
					Creating and Running Queries 94%
					Joining Tables 53%
					Action and Crosstab Queries 100%
					Creating a Report 93%
					Previewing and Printing 67%
					Report Modification 100%

Excel 2000

User Name	Started	Finished	Time	Score	Type
Gary Ireland	15:47:00 15/10/2002	15:52:24 15/10/2002			
	12:57:58 17/10/2002	13:26:43 17/10/2002	00:34 Hrs	48%	Pretest
	Skills Analysis				Score
	Starting Excel and Office Assistant				67%
	Screen Components				50%
	Navigating Workbooks				20%
	Creating Worksheets				40%
	Moving and Copying Cells				20%
	Opening, Saving and Closing				72%
	Formulas and Functions				67%
	Working with Ranges				33%
	Relative & Absolute References				33%
	Paste Functions				13%
	Toolbar Formatting				62%
	Menu Bar Formatting				50%
	Additional Formatting Features				50%
	3-D Workbooks				33%
	Splitting, Freezing and Hiding				29%
	Proofing Tools				42%
	Page Breaks and Previewing				75%
	Page Setup Options				100%
	Print Areas and Printing				83%
	Creating and Modifying Charts				67%
	Working with Chart Objects				13%
	Creating a Web Page				75%
	Worksheets and E-mail				50%

Excel 97

User Name	Started	Finished	Time	Score	Type
Gary Ireland	14:27:47 02/10/2002	14:35:13 02/10/2002	00:08 Hrs	Not Completed	Pretest

Internet Explorer 5

User Name	Started	Finished	Time	Score	Type
Gary Ireland	14:18:45 02/10/2002	14:19:28 02/10/2002			
	14:19:58 02/10/2002	14:22:03 02/10/2002			
	14:13:34 02/10/2002	14:25:51 02/10/2002			
	14:24:32 02/10/2002	14:35:58 02/10/2002			
	14:36:09 02/10/2002	14:41:21 02/10/2002	00:32 Hrs	92%	Pretest
	Skills Analysis				Score
	Starting and Screen Components				40%
	Basic Navigation and Help				100%
	Search Tools				100%
	Favourites and History				100%
	Using Outlook Express for E-mail				100%
	Creating and Sending Messages				100%
	Working with Existing Messages				100%

Address Book	100%
Working with Folders	100%
Newsgroups Introduction	100%
Interacting with Newsgroups	100%
Customising Settings	100%
Printing and Saving Web Pages	100%
The Active Desktop	100%

Outlook 2000

User Name	Started	Finished	Time	Score	Type
Gary Ireland	14:47:03 02/10/2002	15:29:25 02/10/2002	00:42 Hrs	79%	Pretest
Skills Analysis					Score
Starting Outlook					78%
Screen Components					50%
Outlook Folders					87%
Printing in Outlook					78%
Creating and Sending Messages					86%
Working with Existing Messages					80%
Message Handling Tools					100%
Signatures					100%
Stationery and Templates					100%
Customising Address Books					83%
Viewing Items					67%
Finding Items					50%
Working with Folders					75%
Archiving Folders					0%
Using Documents					100%
Entering Appointments					50%
Viewing and Arranging Items					33%
Adding Events					100%
Saving as Web Page					100%
Adding Contacts					50%
Using the Contacts Tools					100%
Additional Contact Tools					100%
Customising Outlook					67%
Creating Tasks					56%
Working with Existing Tasks					100%
Delegating Tasks and AutoCreate					100%
The Journal					100%

PC Skills

User Name	Started	Finished	Time	Score	Type
Gary Ireland	14:42:03 02/10/2002	14:46:43 02/10/2002	00:04 Hrs	93%	Pretest
Skills Analysis					Score
Personal Computers - The Basics					100%
The System Unit					86%
The Keyboard, Mouse and Monitor					91%

Computer Peripherals	100%
The Internet	67%

PowerPoint 2000

User Name	Started	Finished	Time	Score	Type
Gary Ireland	13:16:05 11/10/2002	13:27:08 11/10/2002			
	13:16:05 11/10/2002	13:27:10 11/10/2002	00:22 Hrs	Not Completed	Pretest

Group Pre-Test Average 78%

Group Post-Test Average NA

Group Name : Westpac

Group Pre-Test Average NA

Group Post-Test Average NA

Group Name : Wyeth Australia

Group Pre-Test Average NA

Group Post-Test Average NA

Overall Average 77%