

Computer Fundamental Tests

There are 7 tests for you to choose from. These tests have either 20 or 25 questions which are either true/false, multiple choice, hotspot, fill in the blank or match. The pass mark is 80% and you will receive a certificate if you pass. You can re-take the test as many times as you like.

1. Computer Essentials Test

Once you have completed the Computer Essentials Course, why not test your knowledge? This test covers questions relating to the essential skills required for the use of devices and file management.

2. Security Essentials Test

Once you have completed the Security Essentials Course, why not test your knowledge? This test covers questions across Security Concepts, Malware, Network Security, Access Control, Secure Web Use, Communications and Secure Data Management.

3. Online Essentials Test

Once you have completed the Online Essentials Course, why not test your knowledge? This test covers questions relating to the essential skills required for the use of devices and file management.

4. Spreadsheets Introduction Test – CPD Certified

Once you have taken the Spreadsheets course, it's time to test your skills. This test covers working with Formulas, Keyboard navigation shortcuts, Functions like SUM and COUNT, Conditional Formatting, Formatting Options, Order of Calculation and Absolute and Relative References.

5. Presentations Introduction Test – CPD Certified

Once you have taken the Presentations course, why not test your skills. This test covers Opening and closing presentations, Zooming in and out and navigating around, Moving, copying and deleting slides, different file formats, Slide layouts and changing the background to slides, Applying Themes and Sections, Manipulating text and effects, Spell checking and printing presentations and Output formats

6. Word Processing Introduction Test – CPD Certified

Once you have taken the Word Processing Introduction course, why not test your skills. This test covers Creating, opening, saving & closing documents, Working with the ruler & margins, Line spacing, bullet lists, Copying & pasting, selection methods, undo, font formatting, Working with objects, views, Comparing documents and Printing & screenshots

7. Word Processing Advanced Test – CPD Certified

Once you have taken the Word Processing Advanced course, why not test your skills. This test covers Page Breaks, Headers/Footers, Page Numbering, Spell Checking, Section Breaks, Watermarks Table of Contents, Bookmarks, Citations, Source Manager, Cross References, Foot & End Notes and Tracking & Comments