

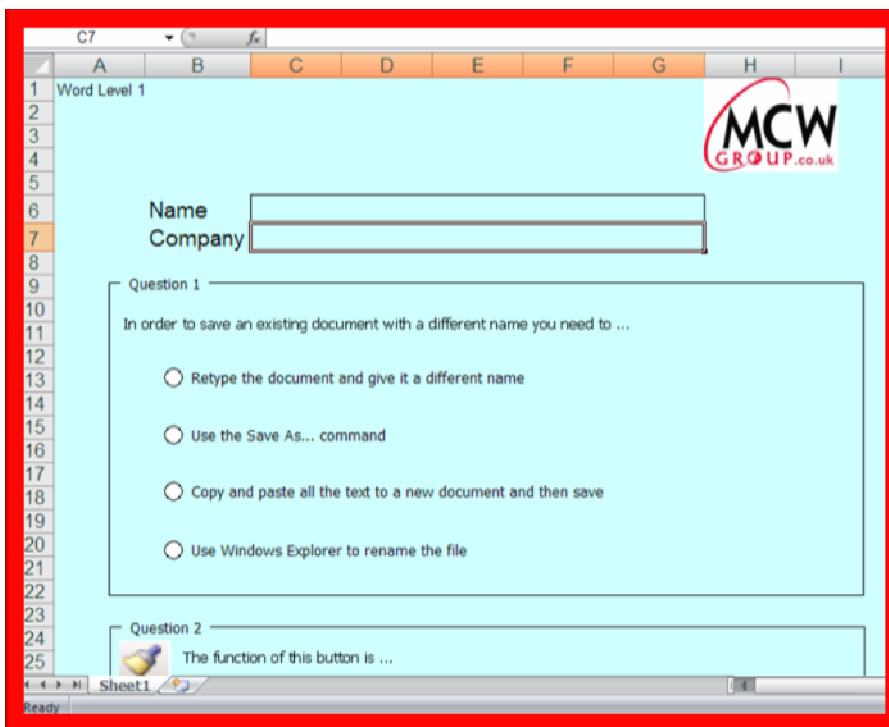
Knowledge Testing by MCW Group Ltd – Training Solutions

Bill Gates, founder of Microsoft, has been quoted as saying “I think it's fair to say that personal computers have become the most **empowering tool** we've ever created. They're tools of communication, they're tools of creativity, and they can be shaped by their user.”

The problem all businesses face today is finding out what the starting knowledge of their employees is, and therefore what level of training is most suitable. One size does not fit all in training and the computer training industry is waking up to learner specific training. This new approach requires a pre-test to find out the starting knowledge and a post test to check knowledge transfer between trainer and delegate.

MCW Training Solutions has devised its own pre and post knowledge tests which comprise of 16 multiple choice questions aimed at three levels: Level 1 – Introductory, Level 2 – Intermediate and Level 3 – Advanced. The tests are available for all MS Office products and have been designed as user friendly products which will encourage the learner to further their knowledge.

Samples of the tests are below:



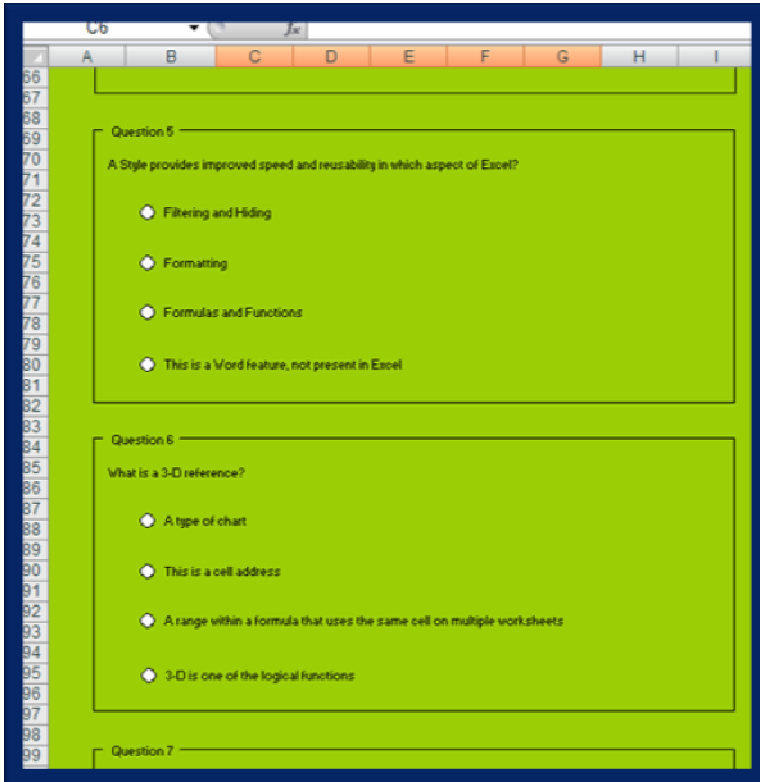
This test is based on Microsoft Word and is opened through MS Excel. As you can see there is a place for Name and Company, and Question 1 has four answers. Question 2 is asking for the meaning of a commonly used formatting button and again there will be four possible answers.

Once the questionnaire is completed it is then emailed back to MCW and a written report is produced giving the level the person has attained, the areas they require training on and the

recommended course they should attend. This is a proven system which allows companies to decide on levels of knowledge required for each specific role.

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The next example is from the Level 3 test for MS Excel and is asking questions which we would expect an advanced user to be able to complete.



As in the earlier example, the questions asked have four possible answers and once completed, this is returned to MCW for marking and a written report is then returned to the Company contact.

MCW has also created Stand Alone Tests which allow the Organization to mark their own employee tests and produce a report recommending levels.

Find out more how Knowledge Testing can help you and your company.

Contact the training team

Kate 01978 340372 or Karen 01978 340353.