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Office Proficiency Assessment and Certification System OPAC

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Test Descriptions - OPAC

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OPAC® Software Skills Tests

Count the number of decimal places to the right of the decimal point in 350.0 and .4 (which equals two) to determine that the answer should also have two decimal places. Count backwards from right to left two places and insert a decimal point, which results in 140.00, or 140 (Step #2). STEP

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#1 STEP #2. .4 2.

Clerical Study Guide & Sample Test Questions

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