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test measures ability to navigate in and customize the most popular Microsoft operating systems.

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[Basic] This test measures the ability to correctly modify and format a professional document in

Microsoft® Word, including but not limited to the following functions: Creating Text Editing Text Page Format

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For a more detailed view of each assessment and its testing focus, download the OPAC Test Descriptions data sheet. The OPAC office skills testing software contains a combination of over 50 computerized live and simulated modules from typing and data entry to medical,

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The sample questions provided in this study guide are intended to give you an idea of the kinds of clerical items you may encounter in County tests. However, it is important to note that actual test questions will vary in format, content, and level of difficulty, depending on the job class being tested.

Clerical Study Guide & Sample Test

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