

Test Descriptions

Computer Applications Tests

Windows® Test*

The OPAC Windows® Test measures ability to navigate in and customize the most popular Microsoft operating systems.

Editing/Formatting from a Rough Draft*

This test measures the test taker's ability to perform the following functions while using a word processing application:

Bold	Hard Page Break
Block Indent	Hard Return
Center	Insert
Copy	Move
Delete	Print
Underline	Spell Check

Advanced Editing/Formatting from Rough Draft*

This test measures the test taker's ability to perform the following advanced functions in a specific word processing application:

Decimal Tab	Superscript
Double Underline	Hard Page Break
Spell Check	Left Justified Tab
Headers/Footers	Pagination
Global Search/Replace	Right Justified Tab
Subscript	

NEW! Intermediate Word*

This test measures an intermediate skill level of Microsoft® Word, including, but not limited to, the following operations and includes three test versions:

Tables	AutoComplete
Unique Headers	Footnotes
Bullets/Numbers	Symbols/Pictures
Sections	Borders

Spreadsheet*

This test measures the test taker's ability to perform the following functions in a specific spreadsheet application (includes three test versions):

Edit	Print
Delete	Insert
Formulas	Save

Intermediate Excel*

This test assesses an intermediate skill level of Microsoft® Excel including, but not limited to, the following operations and includes three test versions:

Sorting	Renaming Worksheets
Adding A Header	Inserting Comments
Creating/Moving Worksheets	Unhide Rows
Creating Charts	

Database*

This test measures the test taker's ability to access a specific database file and to perform the following operations (includes three test versions):

Open	Table Design	Append	Delete
Sort	Edit	Save	Print

PowerPoint

This test measures the test taker's ability to perform the following functions in Microsoft® PowerPoint presentation software including, but not limited to, the following operations and includes three test versions:

Create New Presentations	Modify, Transition, and Animation
Add Hyperlinks	Insert and Modify Graphics
Change Background	Add Speaker's Notes

Keyboarding Tests

Keyboarding**

Typing speed and accuracy. Test takers may type from hard copy or from on-screen text. Includes three test versions.

10-Key**

Measures speed and accuracy of numeric data entry in an adding machine format. Includes three test versions.

Data Entry 1 – Vendor**

Measures speed and accuracy of alphabetic and numeric vendor data entry, including addresses and telephone numbers. Includes three test versions.

Data Entry 2 – Inventory**

Measures speed and accuracy of alphabetic and numeric data entry in an inventory format. Includes three test versions.

Data Entry 3 – Invoice**

Measures ability to enter multiple sales orders. Data includes addresses, phone numbers, stock items and quantities. Includes three test versions.

Clerical Tests

Formatting a Letter*

Test takers must select the appropriate pre-sorted paragraphs, retrieve them, and format a letter per instructions. Includes three test versions.

Transcription*

Test takers must accurately transcribe a letter from a supplied cassette tape. Includes three test versions.

Composing Minutes*

Using handwritten notes, the test taker must compose and format minutes of a meeting, according to a specific guide provided.

* Uses live versions of leading software ** Warm-Up Tests included

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Alphabetic Filing

Test takers assign correct filing names to a group of files, then sort them in a computer-simulated filing cabinet.

Numeric Filing

Test takers determine the correct consecutive filing order for numeric records.

Proofreading 1

Test takers proofread a document, correcting errors in the following areas (includes three test versions):

Grammar	Spelling	Capitalization
Punctuation	Possessives	Abbreviation
Number Usage		

Proofreading 2

Same as Proofreading 1, with different test versions.

Content Proofreading Practice

Additional testing material in sentence format. Includes three test versions.

NEW! Spelling

Measures the ability to properly spell and use homonyms (words that sound alike but have different meanings according to the way they are spelled) according to the context in which they are being used.

Financial Tests

Bank Reconciliation

Using basic mathematic abilities, test takers prepare a bank reconciliation. Includes three test versions.

Bank Deposit

Test takers prepare and record deposit slips and checks. Includes three test versions.

Petty Cash

Test takers maintain a petty cash fund. Includes three test versions.

Basic Math

Addition, subtraction, multiplication, and division. Includes three test versions.

Professional Tests

These include separate legal and medical tests containing industry-specific content.

Legal Keyboarding & Medical Keyboarding

Typing speed and accuracy. Test takers may type from hard copy or from on-screen text. Content is designed to be similar to that encountered in the legal and medical professions. Includes three test versions.

Legal Proofreading & Medical Proofreading

Test takers proofread a document, correcting errors in the following areas:

Grammar	Possessives	Spelling
Abbreviation	Capitalization	Number Usage
Punctuation		

Content is designed to be similar to that encountered in the legal and medical professions. Includes three test versions.

Legal Terminology & Medical Terminology

These multiple-choice tests cover legal and medical terminology used by medical assistants, medical support professionals, legal assistants, and legal secretaries. Multiple test versions are included.

Legal Transcription & Medical Transcription

The test taker must accurately transcribe a letter from a supplied cassette tape. Content is designed to be similar to that encountered in the legal and medical professions. Includes three test versions.

Additional Features

Custom Testing

Develop up to 500 of your own custom multiple-choice, true/false, and fill-in-the-blank tests using OPAC's Test Writer feature. These tests are fully integrated into OPAC and are automatically scored and administered. Up to five versions of each test can be created.

Validation Wizard

This feature allows OPAC tests to undergo a job-specific content-validation study, and sets cutoff scores for each test. The Validation Wizard helps protect your organization against employee discrimination challenges.

Certification Practice Test

This practice test helps prepare test takers for core Excel 2000 certification.

Hogan Personality Inventory (HPI)

The HPI provides an evaluation of the personal characteristics of a candidate to assist in determining their potential success in a given job. (add'l charge for HPI reports)

Hardware & Software Requirements

Pentium 133Mhz Processor or Higher

Windows 95/98/ME/2000/XP, or Windows NT 4.0 or higher

Internet Explorer 4.0 or Higher

RAM for Windows 95/98/ME/NT 4.0 – 64 MB required (128 recommended)

RAM for Windows 2000 – 64 MB required (256 recommended)

RAM for Windows XP – 128 MB required (256 recommended)

CD-ROM Drive

70 MB Hard Drive Space

Super VGA Monitor with 16-bit Color

(Resolution of 640x480, 800x600, or 1024x768)

Sound Card (required for Spelling test)

* In addition, several tests require the use of external software (word processing, spreadsheet, database). This external software must be setup on the testing PC or available via network. External software applications are not included with the OPAC System.

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