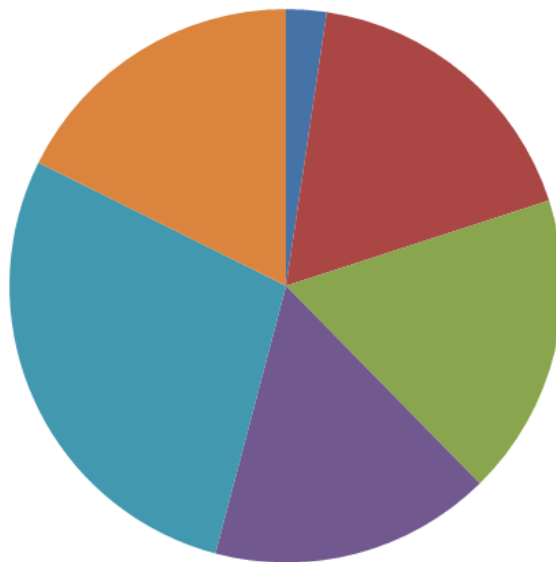


# OPAC® Skills Certification in partnership with the IAAP® (International Association of Administrative Professionals®)

*"[We have] been using the OPAC Office Skills Testing Software since 2001. We love it! Everyone wants to get certified. It makes business skills certification fun, develops healthy competition among our students and improves their self-esteem. The software meets all the requirements of our training area and is very easy to administer. The OPAC team is quick in issuing our OPAC Certificates and prompt with skilled, friendly technical support. Good job Biddle!"*

*- Vocational Instructor, Job Corps*

## Who Is Using OPAC Certification?



## Primary Certification Areas:

Keyboarding  
10-Key  
Data Entry  
Spelling  
Reading Comprehension  
Proofreading  
Sentence Clarity  
Alpha & Numeric Filing  
Editing & Formatting  
MS Word  
MS Excel  
MS Outlook  
MS PowerPoint  
MS Windows  
Spreadsheets  
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