

# Opac Test Study Guide Formatting A Business Letter

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[http://www.cvcc.edu/Student\\_Services/Testing\\_Center/Placement\\_Testing.cfm](http://www.cvcc.edu/Student_Services/Testing_Center/Placement_Testing.cfm)

Office Technology majors are required to take the Office Proficiency Assessment and Certification (OPAC) test the last semester before graduation.

<http://www.southwest.tn.edu/office%5Fadmin/OPAC/>

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The guide is arranged in three sections that match the tasks required on the RCT Writing Test: (1) The Business Letter guide, this student study text teaches <http://eric.ed.gov/?id=ED314752>

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This quiz will test the student's ability to format personal business letters. <http://www.proprofs.com/quiz-school/story.php?title=personal-business-letter-quiz>

(authors of our keyboarding book) Quiz #5 - Formatting Business Letters. 9 Weeks Study Guide. 2. 9 Weeks Test Review. 3. [http://www.ms3.org/rwd/faculty/b\\_sutton/keyboarding](http://www.ms3.org/rwd/faculty/b_sutton/keyboarding)

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<https://cphstudyguide.aspph.org/>

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<http://www.jumpstart.com/common/business-letters>

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<http://www.quizmoz.com/quizzes/Technology-and-Computer-Quizzes/b/Business-Letter-Format.asp>

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and how important it is to follow the formal business letter format. Hand out Business Letters are a guide etiquette lesson

<http://www.moneyinstructor.com/lesson/businessletter.asp>

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