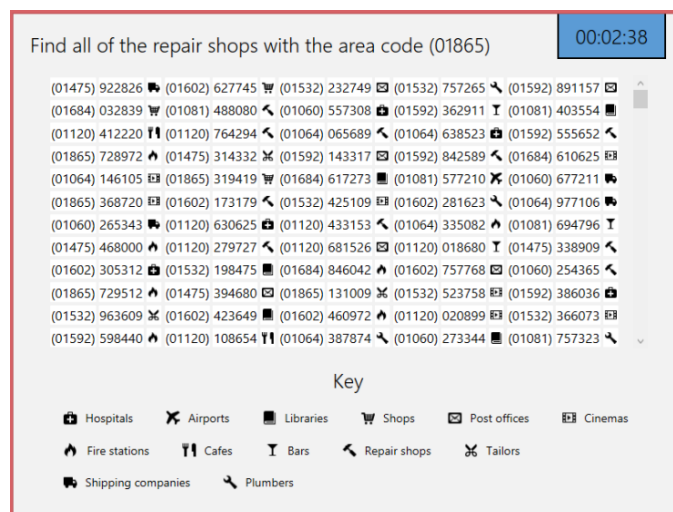# INSTRUCTIONS – OAT

Thank you for purchasing the OAT Software Training Tool from How2become.

USING THE TOOL

When you initially load up the OAT program you are presented with 3 different options; a 'Directory Search Test', 'Search Test + Audio' and an 'Audio Only' test.

The 'Directory Search Test' is a timed test lasting 2 minutes 40 seconds. When the test initially loads you are presented with a question, 800 different possible telephone number selections and a key listing all the different symbols that can appear on screen.

With each new test you take you will be asked a new question. An example question might be "Find all the repair shops with the area code (01865)". To answer this question you must use the Key at the bottom of the page and look for what symbol is used to represent the repair shops. Now you must search through the entire list of all the telephone numbers and select the phone numbers beginning with '(01865)' that have the repair symbol next to them. To select simply left click your mouse button over the desired number.

Remember to use the scroll bar on the right hand side to reveal more numbers. You must achieve at least 80% to pass. Once the time limit is up your percentage score will be shown. This is based on correct answers, incorrect sections and missed selections.

The 'Search Test + Audio' works in exactly the same manner with the addition of multiple audio bleeps sounding throughout the test. You have to listen out for the low tones and count them throughout the test. When the test completes, you will be asked how many low tones you heard. You must answer all of these correctly along with all of the correct directory searches to achieve 100%.

The 'Audio Only' test works the same as the 'Search Test + Audio' but does not include the directory search.

Settings - By clicking the 'Settings' button on the home screen, you can set the number of questions, the required right answers, and the pass percentage to alter a test's level of difficulty.