

Clerical Ability Practice Test

Set 1: Alphabetical Filing

Direction: A set of names of persons, objects, businesses, or organizations are given in each question. Arrange the given set of names based on alphabetizing rules. Select the letter of the correct answer that corresponds to the proper arrangement of the names.

- 1. 1) Juan Ramon S. Cruz
 - Sharon Anne Esguerra
 - 3) Patenia, Marco Lito M.
 - 4) Christopher Alex Q. Angelo
 - 5) Raymond DL. Delos Santos
- a) 4 2 3 5 1
- b) 4 1 5 2 3
- c) 1 4 2 3 5
- d) 1 2 3 4 5
- 2, 1) Dr. Harold Q. Salazar
 - 2) Dr. Mariano A. Tibay
 - 3) Atty. Silvano G. Mariano
 - 4) Mr. Mateo S. Ang
 - 5) Engr. Cruz
- a) 4 5 3 2 1
- b) 4-3-2-1-5
- c) 4 5 1 2 3
- d) 1-2-3-4-5
- 3. 1) Lucas Q. Smith
 - 2) Lucas Q. Smith-Johnson
 - Lucas Quezon Smith
 - 4) Dr. Lucas Q. Smith-Johnson
 - 5) Lucas Smith-Johnson
- a) 1 4 3 2 5



Practice Test For Clerical Exam

Peterson's

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Master the Clerical Exams Peterson's, 2010-06 Peterson's Master the Clerical Exams 6th Edition provides user friendly test preparation for those seeking public and private sector clerical positions. This essential test prep guide includes tips on how to score high on many of the most widely used exams for jobs with federal state and local governments an overview of the civil service test taking process and subject reviews of all test areas Peterson's Master the Clerical Exams offers readers 8 practice tests covering all subjects presented in clerical exams writing typing coding vocabulary syntax analogies reading comprehension spelling and basic math This guidebook is structured to help you achieve a high score on the Clerical Exam Take a Diagnostic Test to determine your strengths and weaknesses in the material so you can focus your study time and efforts on improving your score Review answer keys and detailed explanations for each practice test s correct answers Find detailed information on career opportunities in the public and private sectors including eligibility requirements and application procedures and Top Ten Strategies to Raise Your Score Master the Clerical Exams--Practice Test 5 Peterson's, 2010-07-01 Peterson's Master the Clerical Exams Practice Test 5 provides a great opportunity for test takers to practice the type of questions encountered on the U S Postal Service Clerk Mail Processing Clerk and Mark up Clerk exams and then assess their strengths and weaknesses Through this full length practice test readers can find out where their skills are strongest and where they need extra help Clerical test subjects in this practice test include address checking forms completion coding and memory and the personal characteristics and experience inventory Detailed answer explanations can help target the right study plan to score high on the U S Postal Clerical Exams Master the Clerical Exams--Practice Test 4 Peterson's, 2010-07-01 Peterson's Master the Clerical Exams Practice Test 4 provides a great opportunity for test takers to practice the type of questions encountered on Federal Clerical Exam and then assess their strengths and weaknesses Through this full length practice test readers can find out where their skills are strongest and where they need extra help Clerical test subjects in this practice test include vocabulary and clerical skills Detailed answer explanations can help target the right study plan to score high on the Federal Clerical Exam Master the Clerical Exams--Practice Test 7 Peterson's, 2010-07-01 Peterson's Master the Clerical Exams Practice Test 7 provides a great opportunity for test takers to practice the type of questions encountered on Senior Office Typist Exam Court System and then assess their strengths and weaknesses Through this full length practice test readers can find out where their skills are strongest and where they need extra help Clerical test subjects in this practice test include spelling grammar skills clerical skills record keeping skills and reading comprehension Detailed answer explanations can help target the right study plan to score high on the Senior Office Typist Exam Master the Clerical Exams--Diagnosing Strengths and Weaknesses: Practice Test 1 Peterson's, 2010-07-01 Peterson's Master the Clerical Exams Diagnosing Strengths and Weaknesses provides a great opportunity for test takers to practice the most common types of questions encountered on clerical exams and then assess

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Unveiling the Power of Verbal Art: An Mental Sojourn through Practice Test For Clerical Exam

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