# CCBMA ADMINISTRATIVE EXAM SAMPLE TEST

- 1. When preparing envelopes, one should use
- A. light type on light background
- B. a script or italic font
- C. lower case with punctuation
- D. capital letters in block format:
- Answer D. capital letters in block format
- 2. Telephone calls should be answered no later than the
- A. first ring
- B. second ring
- C. third ring
- D. fourth ring:
- Answer C. third ring
- 3. A patient fails to keep an appointment. The medical assistant should make anote on the
- A. patients financial record
- B. patient's chart
- C. office calendar
- D. telephone log:
- Answer B. patient's chart
- 4. A backup tape for a computer is used to
- A. check on patient's information
- B. record financial transactions
- C. copy hard drive information
- D. defend against computer fraud:

Answer C. copy hard drive information

# **Sample Maths Questions For Administrative Assistant Test**

**Julia Schneider** 

#### **Sample Maths Questions For Administrative Assistant Test:**

IBPS RRB Guide for Office Assistant (Multipurpose) Preliminary & Mains Exam with 3 Online Practice Sets 5th Edition Disha Experts, IBPS CWE RRB Guide for Office Assistant Multipurpose Preliminary Mains Examination with 3 Online Tests 5th edition contains specific sections for Reasoning English Language Numerical Ability General Awareness with speacial reference to Banking and Computer Knowledge The book contains fully solved 2015 2016 2017 Prelim Mains paper The book contains to the point theory with illustrations followed by a set of exercise with solutions The book also covers a lot of questions from the past exams conducted by IBPS for this level The book provides 3 Online Practice Sets for Office Assisstant so as to provide the aspirants with the relevent Mock Online experience LIC Assistant Administrative Officers (AAO) Preliminary Exam 2020 Guide with 3 Online Tests Disha Experts, 2020-03-07 IBPS RRB Guide for Office Assistant (Multipurpose) Preliminary & Mains Exam with 4 Online Practice Sets 6th Edition Disha Experts, 2019-04-24 IBPS RRB Guide for Office Assistant Multipurpose Preliminary Mains Examination with 4 Online Tests 6th edition contains specific sections for Reasoning English Language Numerical Ability General Awareness with speacial reference to Banking and Computer Knowledge The book contains fully solved 2015 2016 2017 2018 Prelim Mains paper The book provides 4 Online Practice Sets 2 for Prelim 2 For the Main Exam for Office Assisstant so as to provide the aspirants with the relevent Mock Online experience The book contains to the point theory with illustrations followed by a set of exercise with solutions The book also covers a lot of questions from the past exams conducted by IBPS for this level IBPS RRB Guide for Office Assistant (Multipurpose) Preliminary & Mains Exam with 3 Online Practice Sets 4th Edition Disha Experts, 2017-07-05 IBPS CWE RRB Guide for Office Assistant Multipurpose Preliminary Mains Examination with 3 Online Tests 4th edition contains specific sections for Reasoning English Language Numerical Ability General Awareness with speacial reference to Banking and Computer Knowledge The book contains fully solved 2015 2016 Prelim Mains paper The book contains to the point theory with illustrations followed by a set of exercise with solutions The book also covers a lot of questions from the past exams conducted by IBPS for this level The book provides 3 Online Practice Sets for Office Assisstant so as to provide the aspirants with the relevent Mock Online experience Jharkhand TGT Paper - III Exam Book (English Edition) : Graduate Trained Assistant Teacher - 10 Practice Tests (2000 Solved Questions) EduGorilla Prep Experts, 2023-07-31 Best Selling Book in English Edition for Jharkhand TGT Trained Graduate Teacher Paper III Exam with objective type questions as per the latest syllabus Compare your performance with other students using Smart Answer Sheets in EduGorilla s Jharkhand TGT Trained Graduate Teacher Paper III Exam Practice Kit Jharkhand TGT Trained Graduate Teacher Paper III Exam Preparation Kit comes with 10 Practice Tests with the best quality content Increase your chances of selection by 16X Jharkhand TGT Trained Graduate Teacher Paper III Exam Prep Kit comes with well structured and 100% detailed solutions for all the questions Clear exam with good grades using thoroughly Researched Content by experts **Cincinnati Magazine** ,2003-04 Cincinnati

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