

Administration Section Written Test Questions

1. The software used by the administration to manage petty cash when you want to make financial reports is __
 - a. Microsoft Office Access
 - b. Microsoft Office Word
 - c. Microsoft Office Tools
 - d. Microsoft Office Excel
 - e. Microsoft Office PowerPoint
2. Office machines that function to duplicate documents with the best results in large quantities are __
 - a. Scanner
 - b. Mimeograph
 - c. Risograph
 - d. Offset machine
 - e. Photocopy machine
3. Office furniture that serves to store file folders measuring about 25 x 35 cm, this furniture has 4 drawers called __
 - a. locker
 - b. Filing cabinet
 - c. Display cabinet
 - d. Cupboard
 - e. card drawer
4. A copier is one of the tools used to duplicate documents. The first step to use it is to press the ON/OFF button. Then the next step is__
 - a. Pressing the numeric button
 - b. Pressing the exposure button
 - c. Press the start button
 - d. Press the off button
 - e. Putting the document on the glass
5. Based on the source, production data, employee data, and financial data are data that describe the condition of the organization. These data are data__

Sample Office Administration Written Test Questions

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MA Review Susan Perreira, 2021-11-01 The perfect review for certification exams Certification means a professional edge better job security and more career advancement opportunities Here is the only pocket sized review guide for all of the Medical Assisting certification exams CMA AAMA RMA CMAS NCMA and CMAC MAAC and MAC AMCA Content outlines encompass all areas of must know information An access code inside new printed texts located on the inside back cover unlocks a FREE 1 year subscription to Davis Edge the online Q A program that creates quizzes based on your personal strengths and weaknesses and tracks your progress every step of the way **Office Management, Its Principles and Practice** Lee Galloway, 1918

Federal Office Assistant Examination United States Civil Service Commission, 1973

Federal Office Assistant Examination Elizabeth D. Johnson, 1976 Background Information and Sample Questions for the Examination for Careers in Business, Finance, and Management Occupations, 1993 *The College Instructor's Guide to Writing Test Items* Michael Rodriguez, Anthony Albano, 2017-05-25

The College Instructor's Guide to Writing Test Items Measuring Student Learning addresses the need for direct and clear guidance on item writing for assessing broad ranges of content in many fields By focusing on multiple choice response items this book provides college instructors the tools to understand develop and use assessment activities in classrooms in a way that consistently supports learning Including dozens of example items and additional resources to support the item development process this volume is unique in its practical focus and is essential reading for instructors and soon to be educators professional development specialists and higher education researchers As teaching assessment and learning are inherently intertwined The College Instructor's Guide to Writing Test Items both facilitates the development of instructors own practice and improves the learning outcomes and success of students **Office Management** Lee Galloway, 1918 **Department of State Publication**, 1982 FAA General Aviation News, 1988

FAA Aviation News, 1988 **Occupational Outlook Quarterly**, 1993 *Civil Service Journal*, 1974 IRS Printed Product Catalog United States. Internal Revenue Service, 1995-02 **Medical Office Administration - E-Book** Brenda A. Potter, 2021-09-04

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Personnel Literature United States Civil Service Commission. Library,1964 U.S. Government Books ,1985

Sample Office Administration Written Test Questions Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Sample Office Administration Written Test Questions**," written by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence. Throughout this critique, we shall delve to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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