

ADMINISTRATIVE ASSISTANT

STUDY GUIDE

A written examination for the class of **ADMINISTRATIVE ASSISTANT** to be administered in your jurisdiction will consist of approximately **120** multiple-choice questions covering the following subject areas:

SUBJECT MATTER/CONTENT

<u>SECTION</u>	<u>PERCENT OF EXAM</u>
* Filing	14%
* English Grammar, Word Usage, Punctuation, and Letter Forms	25%
* Resource Materials	8%
* Mathematics	5%
* Office Practices and Procedures	7%
* Reading Comprehension	8%
* Following Written Directions	8%
* Public Relations	8%
* Proofreading	17%
TOTAL PERCENT	100%

SAMPLE ADMINISTRATIVE ASSISTANT EXAMINATION

FILING:

In this type of question you are to select the name which would be filed **LAST** if the name were in correct alphabetical order.

1. Ernie P. Jones
2. Ernest C. Jenkins
3. Emma T. Jones
4. Ernest G. James

The correct answer in this sample would be <u>1</u> because Ernie P. Jones would be filed last.

Sample Test For Office Assistant Ii

Victor M. Corman



Sample Test For Office Assistant Ii:

Enjoying the Song of Phrase: An Emotional Symphony within **Sample Test For Office Assistant Ii**

In a global taken by displays and the ceaseless chatter of immediate connection, the melodic splendor and mental symphony developed by the published word often fade in to the back ground, eclipsed by the relentless sound and distractions that permeate our lives. But, located within the pages of **Sample Test For Office Assistant Ii** a stunning literary prize brimming with raw thoughts, lies an immersive symphony waiting to be embraced. Crafted by an elegant composer of language, this interesting masterpiece conducts readers on a mental trip, skillfully unraveling the concealed tunes and profound impact resonating within each carefully crafted phrase. Within the depths of this poignant review, we will investigate the book is central harmonies, analyze their enthralling publishing style, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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