

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



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Paul Van Rijn

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web oct 30 2022 step three verifying power after the initial inspection of the equipment we must look at our primary power source without the correct power we can t move forward if power is not present inspect the power source for a tripped breaker or open fuse

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web general hvac troubleshooting commercial hvac systems can encounter the following problems unpleasant odors or poor indoor air quality if there is a bad smell or the air quality in the building is poor there could be a problem

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web mar 26 2020 if your system isn t turning on the first step is to rule out simple problems like lack of power start by checking your breaker and making sure it hasn t flipped or blown a fuse try flipping the breaker and waiting a few seconds before turning it back on