

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

Lee Galloway



Sample Office Administration Written Test Questions:

Whispering the Secrets of Language: An Emotional Quest through **Sample Office Administration Written Test Questions**

In a digitally-driven earth wherever displays reign supreme and immediate connection drowns out the subtleties of language, the profound strategies and mental subtleties hidden within phrases usually go unheard. However, nestled within the pages of **Sample Office Administration Written Test Questions** a charming fictional treasure pulsating with raw feelings, lies a fantastic journey waiting to be undertaken. Penned by an experienced wordsmith, that marvelous opus encourages readers on an introspective journey, gently unraveling the veiled truths and profound influence resonating within the material of each word. Within the psychological depths of this poignant evaluation, we shall embark upon a heartfelt exploration of the book is primary styles, dissect its fascinating publishing fashion, and fail to the powerful resonance it evokes serious within the recesses of readers hearts.

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