

OFFICE ADMINISTRATION EXAM

8th March 2014

TIME 1 ½ HOURS

- (1) (a) Mr. Henry has to attend a board meeting in California, USA from June 2– 5. He has asked you to make the necessary arrangement since his secretary is sick. Prepare a checklist of SIX activities that must be undertaken before his departure. (6 marks)

(b) Identify THREE local places you need to contact. (3 marks)

(c) Identify TWO monetary instruments he will need to take on his trip (2 marks)
- 2) (a) List FOUR avenues organizations use to attract applicants to fill vacant positions (4 marks)

(b) Outline the difference between a job specification and a job description. Give an example of each. (6 marks)
- 3) List THREE pieces of equipment used by the staff of the accounts department to carry out their duties efficiently. (3 marks)
- 4) (a) List FIVE reasons for keeping accounts. (5 marks)

(b) State FOUR functions of the accounts department. (4 marks)
- 5) The following figures represent the various totals of the analysis columns of a petty cash account with an imprest of \$300 over a one month period:
 - Postage \$140
 - Carriage \$15
 - Stationery \$17
 - Sundries \$36
(a) What is the total amount spent? (1 mark)

(b) How much will the clerk need to request from the cashier to make up the imprest? (2 marks)

(c) What is the purpose of petty cash? (3 marks)

Office Administration Test Questions Practice

Terry C. Jones



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Table of Contents Office Administration Test Questions Practice

1. Understanding the eBook Office Administration Test Questions Practice
 - The Rise of Digital Reading Office Administration Test Questions Practice
 - Advantages of eBooks Over Traditional Books
2. Identifying Office Administration Test Questions Practice
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Office Administration Test Questions Practice
 - User-Friendly Interface
4. Exploring eBook Recommendations from Office Administration Test Questions Practice
 - Personalized Recommendations
 - Office Administration Test Questions Practice User Reviews and Ratings
 - Office Administration Test Questions Practice and Bestseller Lists

5. Accessing Office Administration Test Questions Practice Free and Paid eBooks
 - Office Administration Test Questions Practice Public Domain eBooks
 - Office Administration Test Questions Practice eBook Subscription Services
 - Office Administration Test Questions Practice Budget-Friendly Options
6. Navigating Office Administration Test Questions Practice eBook Formats
 - ePub, PDF, MOBI, and More
 - Office Administration Test Questions Practice Compatibility with Devices
 - Office Administration Test Questions Practice Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Office Administration Test Questions Practice
 - Highlighting and Note-Taking Office Administration Test Questions Practice
 - Interactive Elements Office Administration Test Questions Practice
8. Staying Engaged with Office Administration Test Questions Practice
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Office Administration Test Questions Practice
9. Balancing eBooks and Physical Books Office Administration Test Questions Practice
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Office Administration Test Questions Practice
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Office Administration Test Questions Practice
 - Setting Reading Goals Office Administration Test Questions Practice
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Office Administration Test Questions Practice
 - Fact-Checking eBook Content of Office Administration Test Questions Practice
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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