

# 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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**Peterson's** 

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**Preparing for the Federal Clerical Examination** Sandra S. Payne, 1991 Master the Clerical Exams Peterson's, 2010-06 Peterson s Master the Clerical Exams 6th Edition provides user friendly test preparation for those seeking public and private sector clerical positions. This essential test prep guide includes tips on how to score high on many of the most widely used exams for jobs with federal state and local governments an overview of the civil service test taking process and subject reviews of all test areas Peterson's Master the Clerical Exams offers readers 8 practice tests covering all subjects presented in clerical exams writing typing coding vocabulary syntax analogies reading comprehension spelling and basic math This guidebook is structured to help you achieve a high score on the Clerical Exam Take a Diagnostic Test to determine your strengths and weaknesses in the material so you can focus your study time and efforts on improving your score Review answer keys and detailed explanations for each practice test s correct answers Find detailed information on career opportunities in the public and private sectors including eligibility requirements and application procedures and Top Master the Clerical Exams Peterson's, 2010-07-01 Peterson's Master the Clerical Ten Strategies to Raise Your Score Exams provides test preparation for those seeking public and private sector clerical positions This essential test prep guide includes tips on how to score high on many of the most widely used exams for jobs with federal state and local governments an overview of the civil service test taking process and subject reviews of all test areas Master the Clerical Exams offers readers 9 practice tests covering all subjects presented in clerical exams writing typing coding vocabulary syntax analogies reading comprehension spelling and basic math Answer keys and detailed explanations for each practice test Detailed information on career opportunities in the public and private sectors including eligibility requirements and application The Book of U.S. Government Jobs Dennis V. Damp, 2008 Discusses the nature of government jobs civil procedures service hiring procedures types of jobs available examinations the application form working abroad and provisions for people with disabilities Clerical Exam Basics Peterson's, 2010-07-01 Peterson's Master the Clerical Exams Clerical Exam Basics provides test preparation and career advice for those seeking public and private sector clerical positions Learn all about clerical careers and explore options for federal state and local clerical jobs Information is here about civil service test requirements and how to prepare for these tests with exercises offering sample questions and answer explanations for many of the most common clerical exams In addition learn top test taking techniques to make the most of test preparation and then Institute of Management Series ,1929 **Function of the Institute Management** score high on their clerical exam Leon Pratt Alford, 1928 Handbook of Industrial Engineering Gavriel Salvendy, 2001-05-25 Unrivaled coverage of a broad spectrum of industrial engineering concepts and applications The Handbook of Industrial Engineering Third Edition contains a vast array of timely and useful methodologies for achieving increased productivity quality and competitiveness and improving the quality of working life in manufacturing and service industries This astoundingly comprehensive resource also

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