

Indicate the best / most correct answer. Each question is worth 1 mark, unless otherwise indicated.

1. Which is essential to being a successful Administrative Assistant?
  - a. Office technology skills
  - b. Human relations skills
  - c. Office procedures knowledge
  - d. All of the above
2. What can a career as an Administrative Assistant offer?
  - a. Professional development
  - b. Exciting opportunities for specialization
  - c. Opportunities for advancement
  - d. All of the above
3. Which is NOT typically a required skill of an Administrative Assistant?
  - a. Communication
  - b. Organizational skills
  - c. Advanced Accounting expertise
  - d. Technology / software skills
4. Why will there always be a demand for skilled office professionals?
  - a. Their skills are not portable
  - b. Their skills are transferable
  - c. They can be inflexible
  - d. None of the above
5. What will you likely be required to learn as an Administrative Assistant?
  - a. Reception skills
  - b. Production management
  - c. Strategic thinking
  - d. None of the above
6. Which of the following is NOT a violation of workplace ethics?
  - a. Falsifying information or documents
  - b. Exaggerating on expense claims
  - c. Wasting resources
  - d. None of the above

# Office Administration Test Questions

**Annelies Wilder-Smith**



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