#### ADMINISTRATIVE ASSISTANT

#### STUDY GUIDE

A written examination for the class of **ADMINISTRATIVE ASSISTANT** to be administered in your jurisdiction will consist of approximately **120** multiple-choice questions covering the following subject areas:

#### SUBJECT MATTER/CONTENT

	SECTION	PERCENT OF EXAM
	Filing	14%
*	English Grammar, Word Usage, Punctuation, and	
	Letter Forms	25%
*	Resource Materials	8%
	Mathematics	5%
*	Office Practices and Procedures	7%
	Reading Comprehension	8%
**	Following Written Directions	8%
	Public Relations	8%
*	Proofreading	17%
TOTAL PERCENT		100%

#### SAMPLE ADMINISTRATIVE ASSISTANT EXAMINATION

#### FILING:

In this type of question you are to select the name which would be filed LAST if the name were in correct alphabetical order.

- Ernie P. Jones
- Ernest C. Jenkins
- Erma T. Jones
- Ernest G. James

The correct answer in this sample would be 1 because Emie P. Jones would be filed last.

# **Sample Test For Office Assistant Ii**

**R Pring** 

**Sample Test For Office Assistant Ii:** 

#### Reviewing Sample Test For Office Assistant Ii: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is really astonishing. Within the pages of "**Sample Test For Office Assistant Ii**," an enthralling opus penned by a very acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve into the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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