

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

<u>SECTION</u>	<u>PERCENT OF EXAM</u>
* 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.

1. Ernie P. Jones
2. Ernest C. Jenkins
3. Emma T. Jones
4. Ernest G. James

The correct answer in this sample would be <u>1</u> because Ernie P. Jones would be filed last.

Sample Test For Office Assistant Ii

F Rizvi



Sample Test For Office Assistant Ii:

The book delves into Sample Test For Office Assistant Ii. Sample Test For Office Assistant Ii is a vital topic that must be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Sample Test For Office Assistant Ii, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Sample Test For Office Assistant Ii
 - Chapter 2: Essential Elements of Sample Test For Office Assistant Ii
 - Chapter 3: Sample Test For Office Assistant Ii in Everyday Life
 - Chapter 4: Sample Test For Office Assistant Ii in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, this book will provide an overview of Sample Test For Office Assistant Ii. The first chapter will explore what Sample Test For Office Assistant Ii is, why Sample Test For Office Assistant Ii is vital, and how to effectively learn about Sample Test For Office Assistant Ii.
 3. In chapter 2, this book will delve into the foundational concepts of Sample Test For Office Assistant Ii. The second chapter will elucidate the essential principles that need to be understood to grasp Sample Test For Office Assistant Ii in its entirety.
 4. In chapter 3, this book will examine the practical applications of Sample Test For Office Assistant Ii in daily life. This chapter will showcase real-world examples of how Sample Test For Office Assistant Ii can be effectively utilized in everyday scenarios.
 5. In chapter 4, this book will scrutinize the relevance of Sample Test For Office Assistant Ii in specific contexts. The fourth chapter will explore how Sample Test For Office Assistant Ii is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, this book will draw a conclusion about Sample Test For Office Assistant Ii. The final chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Sample Test For Office Assistant Ii.

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Sample Test For Office Assistant Ii Introduction

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