

## FIZABAD COMPOSITE SCHOOL

1905 APRIL END OF TERM TEST

INSTRUCTIONS : ANSWER ALL QUESTIONS

Pp 1, 2, 3 &amp; AG 1, 20 1

1. If you are ill and cannot attend a job interview at the appointed time, the appropriate action for you to take would be to
  - (A) send a letter stating that you are unable to keep your appointment
  - (B) go in for the interview when you feel better
  - (C) inform them of your illness by telephone and ask for a new date
  - (D) cancel your interview immediately
2. The matters to be dealt with at a meeting are set out in the
  - (A) minutes
  - (B) schedule
  - (C) programme
  - (D) agenda
3. A clerk was asked to file some invoices in chronological order. These documents should be arranged by
  - (A) date
  - (B) reference number
  - (C) order number
  - (D) quantity
4. How should the name, Dr. F. D. Singh, appear on a filing folder?
  - (A) (Dr.), F. D. Singh
  - (B) F. D. Singh, (Dr.)
  - (C) (Dr.) Singh, F. D.
  - (D) Singh, F. D. (Dr.)
5. Assume that you have been elected to be secretary of your school's thrift society. Which of the following gives the correct sequence of the items to be put on the agenda?
 

I. Matters Arising	II. New Business
III. Approval of the Minutes	IV. Any Other Business

  - (A) III, I, II, IV
  - (B) I, II, III, IV
  - (C) II, III, I, IV
  - (D) III, I, IV, II
6. Which of the following actions should be taken by the sales office of a department store if the stock-taking report shows that an item is unpopular with customers?
  - I. Lower the price of the item.
  - II. Carry the item at the same price.
  - III. Store the item for another season.
  - IV. Arouse interest in the item through advertisement.
  - (A) I and III only
  - (B) I and IV only
  - (C) II and III only
  - (D) II and IV only
7. In the Caribbean, travellers cheques may be purchased from a/an
  - (A) commercial bank
  - (B) airline office
  - (C) travel agent
  - (D) hotel

# Office Administration Practice Questions

**AW Chickering**



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## **Table of Contents Office Administration Practice Questions**

1. Understanding the eBook Office Administration Practice Questions
  - The Rise of Digital Reading Office Administration Practice Questions
  - Advantages of eBooks Over Traditional Books
2. Identifying Office Administration Practice Questions
  - 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 Practice Questions
  - User-Friendly Interface
4. Exploring eBook Recommendations from Office Administration Practice Questions
  - Personalized Recommendations
  - Office Administration Practice Questions User Reviews and Ratings
  - Office Administration Practice Questions and Bestseller Lists
5. Accessing Office Administration Practice Questions Free and Paid eBooks
  - Office Administration Practice Questions Public Domain eBooks

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