

#### Administration Section Written Test Questions

1. The software used by the administration to manage petty cash when you want to make financial reports is \_\_\_\_
  - a. Microsoft Office Access
  - b. Microsoft Office Word
  - c. Microsoft Office Tools
  - d. Microsoft Office Excel
  - e. Microsoft Office PowerPoint
2. Office machines that function to duplicate documents with the best results in large quantities are \_\_\_\_
  - a. Scanner
  - b. Mimeograph
  - c. Risograph
  - d. Offset machine
  - e. Photocopy machine
3. Office furniture that serves to store file folders measuring about 25 x 35 cm, this furniture has 4 drawers called \_\_\_\_
  - a. locker
  - b. Filing cabinet
  - c. Display cabinet
  - d. Cupboard
  - e. card drawer
4. A copier is one of the tools used to duplicate documents. The first step to use it is to press the ON/OFF button. Then the next step is\_\_\_\_
  - a. Pressing the numeric button
  - b. Pressing the exposure button
  - c. Press the start button
  - d. Press the off button
  - e. Putting the document on the glass
5. Based on the source, production data, employee data, and financial data are data that describe the condition of the organization. These data are data\_\_\_\_

# Sample Office Administration Written Test Questions

**Rachel Sandford**



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