

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

SJ Ball



Sample Test For Office Assistant Ii:

Unveiling the Power of Verbal Artistry: An Emotional Sojourn through **Sample Test For Office Assistant Ii**

In some sort of inundated with screens and the cacophony of quick connection, the profound energy and psychological resonance of verbal art usually disappear into obscurity, eclipsed by the continuous barrage of sound and distractions. Yet, set within the lyrical pages of **Sample Test For Office Assistant Ii**, a fascinating work of fictional splendor that pulses with raw thoughts, lies an unique trip waiting to be embarked upon. Published by way of a virtuoso wordsmith, this enchanting opus instructions readers on a psychological odyssey, gently revealing the latent potential and profound affect stuck within the elaborate web of language. Within the heart-wrenching expanse of this evocative evaluation, we can embark upon an introspective exploration of the book is main subjects, dissect their fascinating publishing fashion, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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web women who love too much is a self help book by licensed marriage and family therapist robin norwood published in 1985
the book which was a number one seller on the new york times best seller list s advice and miscellaneous category in 1987 1
is credited with spawn ing a cottage industry in the therapy community

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web apr 8 2008 robin norwood is also the author of letters from women who love too much daily meditations for women who
love too much illustrated by richard torregrossa and why a guide to answering life s toughest questions there are more than
three million copies in print worldwide of her 1 bestseller women who love too