

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. Erma T. Jones
4. Ernest G. James

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

Administrative Assistant Study Guide

Xiang Xie



Administrative Assistant Study Guide:

Unveiling the Magic of Words: A Review of "**Administrative Assistant Study Guide**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is truly awe-inspiring. Enter the realm of "**Administrative Assistant Study Guide**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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