

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.

Administrative Support Assistant Ii 1test Guide

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The book delves into Administrative Support Assistant Ii 1test Guide. Administrative Support Assistant Ii 1test Guide is a crucial topic that must be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Administrative Support Assistant Ii 1test Guide, encompassing both the fundamentals and more intricate discussions.

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 - Chapter 1: Introduction to Administrative Support Assistant Ii 1test Guide
 - Chapter 2: Essential Elements of Administrative Support Assistant Ii 1test Guide
 - Chapter 3: Administrative Support Assistant Ii 1test Guide in Everyday Life
 - Chapter 4: Administrative Support Assistant Ii 1test Guide in Specific Contexts
 - Chapter 5: Conclusion
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