

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.

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Pratiyogita Darpan, 2009-11 *Pratiyogita Darpan* monthly magazine is India's largest read General Knowledge and Current Affairs Magazine *Pratiyogita Darpan* English monthly magazine is known for quality content on General Knowledge and Current Affairs Topics ranging from national and international news issues personality development interviews of examination toppers articles write up on topics like career economy history public administration geography polity social environment scientific legal etc solved papers of various examinations Essay and debate contest Quiz and knowledge testing features are covered every month in this magazine Graduate School and Beyond Mark H. Rossman, 2015-11-17

Knowledge is power Simply stated this book provides graduate students traditional and returning learners with power To succeed graduate students need to understand the process of completing a graduate degree control as many aspects of the process as possible and be careful skillful and tactful negotiators This book gives prospective graduate students a preview of what to expect and equips current graduate students with what they need to know to maneuver an often labyrinthine system Online courses distance learning social networking and the effects of the internet on graduate education are special features of this book emerging from the author's 35 years of experience in leading edge educational settings **Office Assistant:**

Clerk GS 1-4, Office Aide David Reuben Turner, 1972 *Pratiyogita Darpan*, 2007-06 *Pratiyogita Darpan* monthly magazine is India's largest read General Knowledge and Current Affairs Magazine *Pratiyogita Darpan* English monthly magazine is known for quality content on General Knowledge and Current Affairs Topics ranging from national and international news issues personality development interviews of examination toppers articles write up on topics like career economy history public administration geography polity social environment scientific legal etc solved papers of various examinations Essay and debate contest Quiz and knowledge testing features are covered every month in this magazine

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create a database and add tables visual studio windows - Nov 06 2022

web apr 26 2023 you can use visual studio to create and update a local database file in sql server express localdb you can
also create a database by executing transact sql statements in the sql server object explorer tool window in visual studio in
this topic you create an mdf file and add tables and keys by using the table designer prerequisites