
Administrative Assistant Certification Exam - Practice Exam 1 - Attempt #2 Questions and Answers 100% Accurate

When planning a business call, you should be aware of the time zone differences for the caller and the recipient - ANSWER True

Once you set your priorities, you should not allow anything to change them - ANSWER False

Government projections predict that by 2043, the United States will have no racial minority - ANSWER True

To manage your relationships at work: - ANSWER Take time to think about yourself

It is a good idea to accessorize your desk at work with a lot of personal items - ANSWER False

Budgets affect managers at all levels of the company, but they typically do not affect other employees. - ANSWER False

To know what you need to accomplish each day and in what order, you should use a: - ANSWER To Do List

What qualification is essential for an administrative professional to continue to succeed?
- ANSWER (Both B and C)
- A high school diploma
- Continuing education

When meeting with people of different cultures, you should avoid gesturing with your hands - ANSWER True

If you are fired from a job, you should: - ANSWER (Both B and C)
- Understand that feelings of rejection and insecurity are normal in this situation
- Evaluate your skills and performance to see how you can improve

Many organizations use slideshows or webinars to present information and training over an intranet - ANSWER True

An example of poor table etiquette is: - ANSWER Putting a utensil you are using on the table

Administrative Assistant I Practice Exam

**Donald J. Schroeder, Frank A.
Lombardo**



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