
CCBMA ADMINISTRATIVE EXAM SAMPLE TEST

1. When preparing envelopes, one should use

- A. light type on light background
- B. a script or italic font
- C. lower case with punctuation
- D. capital letters in block format:

Answer D. capital letters in block format

2. Telephone calls should be answered no later than the

- A. first ring
- B. second ring
- C. third ring
- D. fourth ring:

Answer C. third ring

3. A patient fails to keep an appointment. The medical assistant should make a note on the

- A. patient's financial record
- B. patient's chart
- C. office calendar
- D. telephone log:

Answer B. patient's chart

4. A backup tape for a computer is used to

- A. check on patient's information
- B. record financial transactions
- C. copy hard drive information
- D. defend against computer fraud:

Answer C. copy hard drive information

Administrative Assistant Job Written Test

**United States. Congress. House.
Committee on Post Office and Civil
Service. Subcommittee on Civil
Service**

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Professional and Administrative Career Examination United States. Congress. House. Committee on Post Office and Civil Service. Subcommittee on Civil Service,1979 *Federal Career Directory* United States Civil Service Commission,1962
Federal Career Directory ,1969 National Park Service Careers ,1989 **National Park Service Careers** United States. National Park Service,1983 Notes on the Isthmus of Panama & Darien, Also on the River St. Juan, Lakes of Nicaragua, &c., with Reference to a Railroad and Canal for Joining the Atlantic and Pacific Oceans George Peacock,1879
Career Outlines, National Park Service United States. National Park Service,1979 **Index to Civil Service**
Commission Information United States Civil Service Commission,1978 **Office Assistant: Clerk GS 1-4, Office Aide**
David Reuben Turner,1972 **Civil Service Journal** ,1966

Unveiling the Magic of Words: A Report on "**Administrative Assistant Job Written Test**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their ability to kindle emotions, provoke contemplation, and ignite transformative change is truly awe-inspiring. Enter the realm of "**Administrative Assistant Job Written Test**," a mesmerizing literary masterpiece penned with 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 into the book's central themes, examine its distinctive writing style, and assess its profound effect on the souls of its readers.

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