
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 Written Exam Questions And Answers

Mike Bryon



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Federal Office Assistant Examination United States Civil Service Commission, 1973 *Federal Office Assistant Examination* Elizabeth D. Johnson, 1976 **IBPS RRB Clerk (Office Assistant) Mains | 15 Practice Sets and Solved Papers Book for 2021 Exam with Latest Pattern and Detailed Explanation by Rama Publishers** Rama Publishers, 2021-08-26 Book Type Practice Sets Solved Papers About Exam IBPS RRB Exam is conducted every year by IBPS for selection to the post of both IBPS RRB Assistant and IBPS RRB Officer Cadre in Regional Rural Banks spread across the country Office Assistants in IBPS RRB have to take up the responsibilities of many office tasks like opening an account cash transactions printing of passbooks fund balance transfers payment withdrawals and cash counters management etc Exam Patterns It is the first stage of the RRB recruitment process For IBPS RRB Assistant 2021 Exam will be conducted in two phases Preliminary Exam and Mains Exam The candidates that will clear the prelims exam will appear for the mains exam The duration of the exam will be 2 hours It comprises 5 sections Reasoning Numerical Ability General Awareness English Hindi Language and Computer Knowledge with a total weightage of 200 marks No interview process will be conducted for selecting candidates to the post of Office Assistant Selection will be made purely on the marks obtained by candidate in his her Mains Examination The exams are online based having multiple choice questions There is a negative marking of one fourth marks for each wrong answer Negative Marking 1 4 Conducting Body Institute of Banking Personnel Selection

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