

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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College Board

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Services: Coast Guard, Marine Corps, Navy, Department of Defense American Council on Education, 1978 **The college handbook** College Board, 1994-08 Now in its 32nd popular year this invaluable guide provides complete detailed information on all two and four year colleges in America This edition features expanded information on the new SAT and other topics of vital interest to families and students selecting a college Still the best resource of its kind Randax Education Guide Military Administrative Law Handbook United States. Department of the Army, 1973 **How the Army Runs: A Senior Leader Reference Handbook, 2011-2012** U.S. Army War College, 2013-05-20 The U S Army War College USAWC is proud to present the 28th Edition of How the Army Runs A Senior Leader Reference Handbook 2011 2012 Publication of this text at this time when the Army has been at war for almost a decade has almost completed restructuring of its operating force and is addressing the structure of the generating force as well as completing formidable base closure and restationing actions gives credence to the enduring truth that in order to be successful the Army must sustain and improve itself while it is fully committed to the Nation's bidding The systems and processes documented and explained in this work are designed to do just that This text was prepared under the direction of the faculty of the Department of Command Leadership and Management It is intended to be used in an academic environment during the study of the systems and processes used to develop and sustain trained and ready combat forces to be used by the Combatant Commanders

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Table of Contents Administrative Support Assistant Ii 1test Guide

1. Understanding the eBook Administrative Support Assistant Ii 1test Guide
 - The Rise of Digital Reading Administrative Support Assistant Ii 1test Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Administrative Support Assistant Ii 1test Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Administrative Support Assistant Ii 1test Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Administrative Support Assistant Ii 1test Guide
 - Personalized Recommendations

- Administrative Support Assistant Ii 1test Guide User Reviews and Ratings
- Administrative Support Assistant Ii 1test Guide and Bestseller Lists
- 5. Accessing Administrative Support Assistant Ii 1test Guide Free and Paid eBooks
 - Administrative Support Assistant Ii 1test Guide Public Domain eBooks
 - Administrative Support Assistant Ii 1test Guide eBook Subscription Services
 - Administrative Support Assistant Ii 1test Guide Budget-Friendly Options
- 6. Navigating Administrative Support Assistant Ii 1test Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Administrative Support Assistant Ii 1test Guide Compatibility with Devices
 - Administrative Support Assistant Ii 1test Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Administrative Support Assistant Ii 1test Guide
 - Highlighting and Note-Taking Administrative Support Assistant Ii 1test Guide
 - Interactive Elements Administrative Support Assistant Ii 1test Guide
- 8. Staying Engaged with Administrative Support Assistant Ii 1test Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Administrative Support Assistant Ii 1test Guide
- 9. Balancing eBooks and Physical Books Administrative Support Assistant Ii 1test Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Administrative Support Assistant Ii 1test Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Administrative Support Assistant Ii 1test Guide
 - Setting Reading Goals Administrative Support Assistant Ii 1test Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Administrative Support Assistant Ii 1test Guide
 - Fact-Checking eBook Content of Administrative Support Assistant Ii 1test Guide

- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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