

2000

- 2 -

1. An application for the position of dispatch clerk was addressed to the company. To whom should the mail clerk send this application?
- (A) Shipping supervisor  
(B) Administrative officer  
(C) Marketing manager  
(D) Personnel manager
2. In which of the following situations would the relationship between two employees be described as a 'lateral relationship'?
- (A) Each has a similar status in the firm.  
(B) One is more senior than the other.  
(C) One has been employed longer than the other.  
(D) Each has an important job in the company.
3. Which of the following pieces of equipment may be used to imprint slogans on envelopes?
- (A) Franking machine  
(B) Electric typewriter  
(C) Addressograph  
(D) Duplicating machine
4. Which of the following statements would apply to the ink-stencil method of duplicating?
- I. It is a cheap method of producing a large number of copies.  
II. The master can be used only once.  
III. The copies fade when exposed to sunlight.  
IV. Corrections cannot easily be made on the master.
- (A) I only  
(B) II and IV only  
(C) III and IV only  
(D) I, II and III only
5. Microfilming is used primarily for
- (A) starting a new filing system  
(B) economising on the use of storage space for files  
(C) sorting files for numerical filing  
(D) destroying old records
6. Mr. Lee of the Sales Department asked the telephonist to transfer a call from a customer to Mr. Field of the Accounts Department. If the call is disconnected while it is being put through to the Accounts Department, what should the telephonist do?
- (A) Telephone Mr. Lee, explain what happened and offer an apology.  
(B) Telephone Mr. Field, explain what happened and offer an apology.  
(C) Leave the line open so that the customer can call again.  
(D) Ask Mr. Lee for the customer's number, call, apologise and connect to Mr. Field.
7. To determine if a reference book has information on a specific topic, one should consult the
- (A) foreword  
(B) title page  
(C) bibliography  
(D) index
8. In business a memorandum is used
- (A) for short letters  
(B) in place of post-cards  
(C) for internal communication  
(D) as a memory aid

# Office Administration Multiple Choice Past Papers

**M Lipman**



## **Office Administration Multiple Choice Past Papers:**

Saunders Medical Assisting Exam Review - E-Book Deborah E. Barbier Holmes, 2013-09-05 With updated review questions and practice tests Saunders Medical Assisting Exam Review 4th Edition helps you prepare for and pass the CMA RMA CMAS CCMA and CMAA certification exams An outline format makes it easy to review core concepts and competencies realistic practice tests simulate the exam experience and help you build test taking confidence This edition adds coverage of three certifications CMAS CCMA and CMAA Written by medical assisting educator Deborah Holmes this review includes an Evolve companion website with over 1 500 practice questions additional practice exams for each of the certifications flashcards and crossword puzzles Comprehensive content includes increased coverage of study skills and test taking EHR ICD 10 and diseases and disorders Convenient outline format provides at a glance review and streamlines the subject areas typically found on the certification exams An Evolve companion website provides practice taking exams electronically chapter review questions crossword puzzles and flashcards A Professionalism and Career Development chapter emphasizes the importance of presenting yourself in a professional manner UPDATED content covers the top 50 drugs most commonly encountered in practice the latest standards from CAAHEP ABHES and the NHA and topics such as emergency preparedness and the electronic medical record UPDATED laboratory tests and normal values reflect current practice NEW 3 more certifications are covered in this edition and include practice examinations on the Evolve companion website CMAS AMT CCMA NHA and CMAA NHA NEW Correlation grids to certification test outlines and competencies align with current test outlines from certifying organizations NEW 10 review questions per chapter are available on Evolve for additional practice NEW Rationales are included on all practice exams to reinforce understanding NEW Additional illustrations reinforce concepts and show equipment and supplies

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Public Personnel Studies - Bureau of Public Personnel Administration, Institute for Government Research ,1924

**Elsevier's Medical Assisting Exam Review - E-Book** Deborah E. Holmes,2021-03-13 There s no better way to get ready for Medical Assisting certification exams With content review plus 3 000 test items and a customized online exam engine to generate practice sessions and mock exams Elsevier s Medical Assisting Exam Review 6th Edition provides complete preparation for seven certification exams the CMA RMA CMAS CCMA CMAA CMAC and NCMA An illustrated outline format makes it easy to review key medical assisting concepts and competencies including anatomy and physiology medical terminology diseases and disorders and administrative and clinical tasks Answers and rationales for each question help you strengthen any weak areas and prepare effectively for test day success UNIQUE Online custom test generator allows students to focus on any topic and to create unique timed simulated exams at each visit UNIQUE Seven certification exams are covered the CMA AAMA RMA AMT CMAS AMT CCMA NHA CMAA NHT CMAC AMCA and NCMA NCCT Convenient easy to follow outline format provides at a glance review of the subject areas covered in Medical Assisting certification exams Complete test preparation includes three pretests administrative clinical and general as well as a comprehensive posttest with answers and rationales for all questions Study tips and test taking strategies provide students with advice and insight into preparing effectively for certification exams Hundreds of additional practice questions are included on the Evolve website along with flash cards and A P animations to boost students exam readiness and test taking confidence NEW 3 000 questions including 500 all new items include answers rationales and mapping to seven exam blueprints CMA RMA CMAS CCMA CMAA CMAC and NCMA NEW content is aligned with the latest exam blueprints including the new CMA exam format effective in 2021 NEW Full color illustrations reinforce student understanding of medical assisting content and include photos of clinical equipment and supplies

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of Medical Assisting Exam Review for CMA RMA CMAS Certification focuses on the critical most current components of the MA and MAS curricula making it an indispensable tool for recent graduates practicing medical assistants medical administrative specialists and medical administrative assistants preparing to sit for any recognized national certification exams

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**Guide to Educational Credit by Examination** Joan Schwartz,1996 *Review Questions and Answers for Veterinary Technicians E-Book* Heather Prendergast,2021-02-01 Prepare for VTNE success Review Questions and Answers for Veterinary Technicians 6th Edition provides 5 000 VTNE style questions that have been reviewed and updated to reflect the latest changes to the Veterinary Technician National Examination The book begins with multiple choice questions on basic knowledge including anatomy and physiology hospital management calculations and terminology It continues with a Q A review of core subjects such as pharmacology surgical nursing laboratory procedures diagnostic imaging and pain management Written by veterinary technology educator Heather Prendergast this review includes an Evolve website allowing you to create customized timed practice exams that mirror the VTNE experience More than 5 000 multiple choice questions are rigorously reviewed mirror the type of questions found on the VTNE and are designed to test factual knowledge reasoning skills and clinical judgment Detailed rationales are included in the print text and on the Evolve website reinforcing student knowledge and providing the reasoning behind answers Organization of the book into primary subject areas reflects the latest version of the VTNE Customized exam generator on Evolve offers a simulated test taking experience with customized practice tests and timed practice exams with instant feedback and extended rationales NEW More than 200 new questions are added to this edition Measurement in Secondary Education Percival Mallon Symonds,1927 **Annual Report** New York (State). Adjutant General's Office,1905 Vols for 1895 include Official register of the land and naval forces of the state of New York 1895 **The National Underwriter** ,1930 Documents of the Assembly of the State of New York New York (State). Legislature. Assembly,1906 *Saunders Medical Assisting Examination Review* Deborah E. Barbier Holmes,Joanna Bligh,2002 A comprehensive guide to prepare certification candidates to successfully pass either the AAMA sponsored CMA exam or the AMT sponsored RMA Each pre and post test is 300 questions the same number as the AAMA

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John Haskell MacDonald,1927

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