

## 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%
<b>TOTAL PERCENT</b>	<b>100%</b>

#### 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. Erma T. Jones
4. Ernest G. James

The correct answer in this sample would be 1 because Ernie P. Jones would be filed last.

# Administrative Assistant Study Guide

**G Psacharopoulos**



## **Administrative Assistant Study Guide:**

## Unveiling the Power of Verbal Beauty: An Mental Sojourn through **Administrative Assistant Study Guide**

In some sort of inundated with displays and the cacophony of instantaneous conversation, the profound power and emotional resonance of verbal beauty frequently diminish in to obscurity, eclipsed by the regular assault of noise and distractions. Yet, set within the lyrical pages of **Administrative Assistant Study Guide**, a fascinating function of literary brilliance that pulses with raw thoughts, lies an memorable trip waiting to be embarked upon. Penned by a virtuoso wordsmith, that interesting opus courses viewers on a mental odyssey, gently exposing the latent potential and profound impact stuck within the intricate internet of language. Within the heart-wrenching expanse of the evocative evaluation, we will embark upon an introspective exploration of the book is key styles, dissect its interesting writing design, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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