

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. 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

ML Morrison



Administrative Assistant Study Guide:

The book delves into Administrative Assistant Study Guide. Administrative Assistant Study Guide is an essential topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Administrative Assistant Study Guide, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
 - Chapter 1: Introduction to Administrative Assistant Study Guide
 - Chapter 2: Essential Elements of Administrative Assistant Study Guide
 - Chapter 3: Administrative Assistant Study Guide in Everyday Life
 - Chapter 4: Administrative Assistant Study Guide in Specific Contexts
 - Chapter 5: Conclusion
2. In chapter 1, the author will provide an overview of Administrative Assistant Study Guide. The first chapter will explore what Administrative Assistant Study Guide is, why Administrative Assistant Study Guide is vital, and how to effectively learn about Administrative Assistant Study Guide.
3. In chapter 2, the author will delve into the foundational concepts of Administrative Assistant Study Guide. This chapter will elucidate the essential principles that must be understood to grasp Administrative Assistant Study Guide in its entirety.
4. In chapter 3, the author will examine the practical applications of Administrative Assistant Study Guide in daily life. This chapter will showcase real-world examples of how Administrative Assistant Study Guide can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Administrative Assistant Study Guide in specific contexts. This chapter will explore how Administrative Assistant Study Guide is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Administrative Assistant Study Guide. This chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Administrative Assistant Study Guide.

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