# 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

| SECTION | PERCENT OF EXAM |
|---|---|
| * 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.

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Didier Musso

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In a global eaten by displays and the ceaseless chatter of fast communication, the melodic elegance and emotional symphony developed by the prepared word frequently disappear into the background, eclipsed by the persistent sound and disturbances that permeate our lives. But, situated within the pages of **Administrative Assistant Study Guide** a stunning literary treasure brimming with fresh feelings, lies an immersive symphony waiting to be embraced. Crafted by a wonderful musician of language, that fascinating masterpiece conducts readers on a mental journey, well unraveling the hidden tunes and profound influence resonating within each carefully crafted phrase. Within the depths of the emotional analysis, we shall examine the book is central harmonies, analyze its enthralling publishing fashion, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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