

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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United States. Women's Bureau

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Table of Contents Written Exam For Administrative Assistant

1. Understanding the eBook Written Exam For Administrative Assistant
 - The Rise of Digital Reading Written Exam For Administrative Assistant
 - Advantages of eBooks Over Traditional Books
2. Identifying Written Exam For Administrative Assistant
 - 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 Written Exam For Administrative Assistant
 - User-Friendly Interface
4. Exploring eBook Recommendations from Written Exam For Administrative Assistant
 - Personalized Recommendations
 - Written Exam For Administrative Assistant User Reviews and Ratings
 - Written Exam For Administrative Assistant and Bestseller Lists

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