

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:

<u>SUBJECT MATTER/CONTENT</u>	
<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

David Kirk

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