

## **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**

<b><u>SECTION</u></b>	<b><u>PERCENT OF EXAM</u></b>
* 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

**Julia Schneider**



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