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.

- Ernie P. Jones
- Ernest C. Jenkins
- Erma T. Jones
- Ernest G. James

The correct answer in this sample would be 1 because Emie P. Jones would be filed last.

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