

Administration Section Written Test Questions

1. The software used by the administration to manage petty cash when you want to make financial reports is ____
 - a. Microsoft Office Access
 - b. Microsoft Office Word
 - c. Microsoft Office Tools
 - d. Microsoft Office Excel
 - e. Microsoft Office PowerPoint
2. Office machines that function to duplicate documents with the best results in large quantities are ____
 - a. Scanner
 - b. Mimeograph
 - c. Risograph
 - d. Offset machine
 - e. Photocopy machine
3. Office furniture that serves to store file folders measuring about 25 x 35 cm, this furniture has 4 drawers called ____
 - a. locker
 - b. Filing cabinet
 - c. Display cabinet
 - d. Cupboard
 - e. card drawer
4. A copier is one of the tools used to duplicate documents. The first step to use it is to press the ON/OFF button. Then the next step is____
 - a. Pressing the numeric button
 - b. Pressing the exposure button
 - c. Press the start button
 - d. Press the off button
 - e. Putting the document on the glass
5. Based on the source, production data, employee data, and financial data are data that describe the condition of the organization. These data are data____

Sample Office Administration Written Test Questions

AW Rasmussen



Sample Office Administration Written Test Questions:

The book delves into Sample Office Administration Written Test Questions. Sample Office Administration Written Test Questions is a vital topic that needs to be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Sample Office Administration Written Test Questions, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Sample Office Administration Written Test Questions
 - Chapter 2: Essential Elements of Sample Office Administration Written Test Questions
 - Chapter 3: Sample Office Administration Written Test Questions in Everyday Life
 - Chapter 4: Sample Office Administration Written Test Questions in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, the author will provide an overview of Sample Office Administration Written Test Questions. The first chapter will explore what Sample Office Administration Written Test Questions is, why Sample Office Administration Written Test Questions is vital, and how to effectively learn about Sample Office Administration Written Test Questions.
 3. In chapter 2, this book will delve into the foundational concepts of Sample Office Administration Written Test Questions. This chapter will elucidate the essential principles that must be understood to grasp Sample Office Administration Written Test Questions in its entirety.
 4. In chapter 3, the author will examine the practical applications of Sample Office Administration Written Test Questions in daily life. The third chapter will showcase real-world examples of how Sample Office Administration Written Test Questions can be effectively utilized in everyday scenarios.
 5. In chapter 4, the author will scrutinize the relevance of Sample Office Administration Written Test Questions in specific contexts. This chapter will explore how Sample Office Administration Written Test Questions is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, the author will draw a conclusion about Sample Office Administration Written Test Questions. The final chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Sample Office Administration Written Test Questions.

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