
Administrative Assistant Certification Exam - Practice Exam 1 - Attempt #1

Questions With Complete Solutions

A business letter: - ANSWER:represents the company to the outside public

"I will be more resourceful this year" is an example of a vague goal - ANSWER:True

When taking notes for a business meeting, you should record the meeting discussions verbatim - ANSWER:False

Character implies consistency of behavior traits - ANSWER:True

Which of the following is the correct order for storing files using the consecutive numeric storage method? - ANSWER:14 87 23, 15 63 45, 16 58 49, 22 57 63

Self discipline is an attitude - ANSWER:True

Cross functional Teams: - ANSWER:-Are composed of individuals from a particular department

- Have a matrix structure
- Are usually permanent teams

If you believe you are a victim of sexual harassment at work, file a formal complaint in writing with your organization - ANSWER:True

While the executive is traveling, you should either handle all matters yourself or refer them to someone else in the company - ANSWER:False

Introducing yourself

- 1.) shake hands
- 2.) smile and establish eye contact
- 3.) repeat the person's name
- 4.) greet the person and state your name and position

Which answer represents the correct order for the steps to follow when you introduce yourself? - ANSWER:2,4,1,3

To verify that all the items received are the items you ordered, compare the packing slip and items received with the: - ANSWER:Purchase order

State Administrative Assistant Exam

M Walker



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Adopting the Tune of Appearance: An Emotional Symphony within **State Administrative Assistant Exam**

In a global taken by displays and the ceaseless chatter of instantaneous communication, the melodic elegance and emotional symphony developed by the written term usually diminish in to the background, eclipsed by the relentless noise and disruptions that permeate our lives. However, nestled within the pages of **State Administrative Assistant Exam** a marvelous fictional treasure overflowing with natural thoughts, lies an immersive symphony waiting to be embraced. Constructed by a masterful musician of language, that captivating masterpiece conducts visitors on a psychological trip, skillfully unraveling the concealed tunes and profound impact resonating within each cautiously crafted phrase. Within the depths with this moving evaluation, we shall investigate the book is main harmonies, analyze their enthralling publishing model, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

<http://www.frostbox.com/book/Resources/Documents/simple%20woodworking%20guide%20jack%20moore.pdf>

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