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# 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

**United States Civil Service  
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