
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

LL Leslie



State Administrative Assistant Exam:

Unveiling the Power of Verbal Beauty: An Emotional Sojourn through **State Administrative Assistant Exam**

In a global inundated with screens and the cacophony of instantaneous communication, the profound power and emotional resonance of verbal art often diminish in to obscurity, eclipsed by the regular barrage of noise and distractions. However, set within the lyrical pages of **State Administrative Assistant Exam**, a interesting function of literary elegance that impulses with fresh feelings, lies an wonderful trip waiting to be embarked upon. Penned by a virtuoso wordsmith, this interesting opus instructions readers on a mental odyssey, gently exposing the latent possible and profound influence stuck within the complicated internet of language. Within the heart-wrenching expanse of this evocative analysis, we can embark upon an introspective exploration of the book is main styles, dissect its fascinating writing style, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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