

**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:

<b><u>SUBJECT MATTER/CONTENT</u></b>	
<b><u>SECTION</u></b>	<b><u>PERCENT OF EXAM</u></b>
• 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%
<b>TOTAL PERCENT</b>	<b>100%</b>

**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.

1. Ernie P. Jones
2. Ernest C. Jenkins
3. Erma T. Jones
4. Ernest G. James

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

# Administrative Assistant Study Guide 2012

**National Learning Corporation**

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*Government Publications ,1985      Williams Gynecology, Third Edition, Study Guide* Claudia L. Werner,Elysia Moschos,William F. Griffith,Victor E. Beshay,David D. Rahn,Debra L. Richardson,Barbara L. Hoffman,2016-11-05 Gain a better understanding of the basic principles of gynecology presented in Williams Gynecology Third Edition with this full color study guide Directly derived from the content of Williams Gynecology Third Edition this authoritative study guide is designed to assess your understanding and retention of the acclaimed evidence based coverage of the parent text Here you will find everything you need for an efficient chapter by chapter review of the text material Featuring a full color open design the study guide contains more than 2 000 review questions with clinical vignettes an answer key that includes corresponding textbook page numbers to aid further study and hundreds of precise images to sharpen your visual diagnosis skills The most

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