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In this unit you will learn and practise vocabulary related to office administration. You will practise the following skills and functions: ... Multiple Choice Questions. Chose the correct answer. ... secretaries, but administrative assistants or personal assistants. Typewriters and shorthand are mostly a thing of the past, but modern ...

~~Unit 2: Office Administration~~

These are typically in the 'True, False, Cannot Say' multiple choice format, although there are a range of alternatives too. Administration Situational Judgement Tests
The situational judgment test is a set of questions assessing how you might react to hypothetical events and situations that are encountered in the workplace.

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Administrative Assistant quiz multiple choice questions Question 1 A shredder is there to; A. Destroy paper documents by cutting them into small pieces. B. Staple pieces of paper together. C. Fax documents. D. Open envelopes. Question 2 A photocopier is used to; A. Take photos the way a camera does.

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content and teaching strategies used reflect current trends in the modern office.

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Office administration and office management is a vital course to not only office managers but also for receptionists. The quiz below tests on the fundamentals of office management. Take it up and see how much you know on the subject.

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Office Administration Syllabus Extract Office Administration is a Business Education subject concerned with the study of administrative principles, policies, procedures and technological competencies governing the modern office environment. The content and teaching strategies used reflect current trends in the modern office.

~~Administration ation~~

Office Administration Multiple Choice Questions :-1. What is an example of a workplace behavioral hazard? A. An overworked employee B. Fumes from cleaning agent spillage C. Exposure to electromagnetic radiation D. A workstation that does not include ergonomic furniture Ans: A. 2. what type of mail requires proof of delivery? A. Express Post

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