

Administration Section Written Test Questions

1. The software used by the administration to manage petty cash when you want to make financial reports is __
 - a. Microsoft Office Access
 - b. Microsoft Office Word
 - c. Microsoft Office Tools
 - d. Microsoft Office Excel
 - e. Microsoft Office PowerPoint
2. Office machines that function to duplicate documents with the best results in large quantities are __
 - a. Scanner
 - b. Mimeograph
 - c. Risograph
 - d. Offset machine
 - e. Photocopy machine
3. Office furniture that serves to store file folders measuring about 25 x 35 cm, this furniture has 4 drawers called __
 - a. locker
 - b. Filing cabinet
 - c. Display cabinet
 - d. Cupboard
 - e. card drawer
4. A copier is one of the tools used to duplicate documents. The first step to use it is to press the ON/OFF button. Then the next step is__
 - a. Pressing the numeric button
 - b. Pressing the exposure button
 - c. Press the start button
 - d. Press the off button
 - e. Putting the document on the glass
5. Based on the source, production data, employee data, and financial data are data that describe the condition of the organization. These data are data__

Office Administration Test Questions Practice

**Gary B. Shelly, Thomas J.
Cashman, Jeffrey J. Quasney**



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Dental Office Administration Geraldine S Irlbacher, Guy S. Girtel, 2020-03-18 Dental Office Administration is a comprehensive resource that details the responsibilities of the dental office professional providing practical communication techniques and tips for problem solving It also provides the necessary clinical background information every dental office professional needs for a successful practice Hands on activities within the text require students to practice common tasks such as dental charting writing a memo or conducting a mock telephone call with another student A free bonus DVD ROM for Windows includes practice management software called DENTRIXG4 practice management to give students real world experience managing patient data and filing electronic claims A companion Website includes the full text and a quiz bank

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 Office Management Series American Management Association, 1928 Office Organization and Management Carl Copeland Parsons, 1917 The Law Students' Journal John Indermaur, Charles Thwaites, 1880 *The Complete Core MCSE Training Course* Tom Dell, Daniel J. Goldberg, 1999 A complete training course that uses the Core MSCE as its source This product will include core concepts from the text audio annotated objectives summary assessment self review 2 practice exams video demonstration of administration tasks reference tools syntax glossary tables etc **Office Management and Practices** John Joseph William Neuner, Benjamin Rudolph Haynes, 1941 *Library of Congress Catalogs* Library of Congress, 1976 *Filing & Office Management*, 1922 *Monthly Catalog of United States Government Publications*, 1976 Patrolman, Police Trainee Joseph A. Murray, 1972 *Office Management and Equipment*, 1952 Microsoft FrontPage 2003 Gary B. Shelly, Thomas J. Cashman, Jeffrey J. Quasney, 2005 For the past three decades the Shelly Cashman Series has effectively introduced computers to millions of students consistently providing the highest quality most up to date and innovative materials in computer education Enjoy the proven step by step style and improved Office 2003 updates of the Shelly Cashman Series and enhance your Office application skills today **Microsoft Access 97 Exam Guide** Joseph W. Habraken, Joe Habraken, 1997-12-31 Exercises and review questions give readers step by step coverage of the topics included on the MOUS exams

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