

**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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web sep 22 2023 carbon cycle in biology circulation of carbon in various forms through nature carbon is a constituent of all organic compounds many of which are essential to life on earth the source of the carbon found in living matter is carbon dioxide in the air or dissolved in water

**the water cycle article ecology khan academy** - Feb 22 2023

web the water cycle is important in itself and patterns of water cycling and rainfall have major effects on earth s ecosystems however rainfall and surface runoff also play important roles in the cycling of various elements these include carbon nitrogen phosphorus and sulfur

water and carbon cycling royal geographical society - Jul 30 2023

web 1 water and carbon cycles cycling of carbon and water are central to supporting life on earth and an understanding of these cycles underpins some of the most difficult international challenges of our times both these cycles are included in the core content elements of the specifications for a level geography to be first taught from 20161

**water cycle wikipedia** - May 16 2022

web diagram depicting the global water cycle the water cycle also known as the hydrologic cycle or the hydrological cycle is a biogeochemical cycle that describes the continuous movement of water on above and below the surface of the earth