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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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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

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.

### Administrative Assistant quiz, online, test yourself ...

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### Cxc Past Papers Office Administration Paper 1

Cxc Social Studies Multiple Choice Questions CXC SOCIAL STUDIES QUESTIONS MULTIPLE CHOICE The main reason for the origin of the Caribbean Community is: a) The need for economic cooperation cxc past paper 2008 office administration CXC releases results of the January 2012 CSEC exams.

### Cxc Office Administration Past Papers Answer

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

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### OFFICE ADMINISTRATION SYLLABUS - CXC | Education

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### Review 14 October 2018, questions and answers - B5OA - PUP ...

The General Proficiency Office Administration examination is offered in January and May/June each year. Three papers were offered at the General Proficiency level: Paper 01 - Multiple Choice Paper 02 - Short Answer Paper 3/2 - Alternative to School Based Assessment (SBA)

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