

Clerical Skills Examination Study Guide

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Clerical Skills Examination Study Guide

Clerical Skills Examination Study Guide Sample Questions for the Test of Clerical Skills (Form A) Objective: Answer at least 16 questions correctly. ALPHABETIZING. In each of these questions there is a name in the box at the left and four other names in alphabetical order at the

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To pass the skills test, you must type at least 40 wpm, after penalties for errors. You would normally subtract 1 wpm for each error. The faster and more accurately you type, the higher your score will be. The results of this test, combined with your multiple-choice test score determines your final grade.

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Purpose of the Study Guide This study guide is a tool to help you prepare for the clerical exam. It does not contain information that you must memorize. The exam measures your specific skills needed to work in clerical positions. You could take the exam and do well without reading this study guide; however, you will be better prepared if you review the information provided

STUDY GUIDE FOR THE MONTGOMERY AREA CLERICAL TEST

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Practice Questions for Clerical Test A

Title: Clerical Skills Examination Study Guide Author: learncbg.ctsnet.org-Melanie Hartmann-2020-09-18-19-51-11 Subject: Clerical Skills Examination Study Guide

Clerical Skills Examination Study Guide

This guide was developed to help you prepare to take the Advanced Clerical written exam. That exam is used to fill Administrative Specialist I & II, Executive Assistant, Intake Specialist, and Senior Administrative Specialist positions. The guide contains general exam-taking advice and also provides specific information related to the exam content.