ADMINISTRATIVE ASSISTANT SKILLS TEST ANSWERS

Spelling Skills – 1 Minute

Circle all misspelled words from the list shown below.

Criticize
Certified
Qualification
Processing
Guarantee
Appreciate
Analyze
Legitimate
Inquiries
Generally
Accepted
Principles
Accountants
Accompanying
Association
Supplementary
Assurance
Expressed
Categories
Financial

Math Skills – 5 Minutes

Please solve as many of the problems below as you can in 5 minutes.

346	653	927	385	491	709
+357	+871	+548	- 284	-204	-237
703	1,524	1,475	101	287	472

46	354	216
x28	x72	x39
1,288	25,488	8,424

$315 \div 21 = 15$

$665 \div 38 = 17.5$

$325 \div 50 = 6.5$

Filing Skills – 1 Minute

Circle the X where the word should be filed

Technician

X   Television   X   Tenacious   X   Tentacles   X   Tremendous   X
           Trundle

Authentication

X   Aeronautics **X**   Author   X   Automatic   X   Automobile   X
           Automotive

Optimal

X   Ontario   X   Operation   X   Operative   X   Opposite   **X**
           Optometrist

Writing Skills – 3 Minutes

Write out the paragraph below in the lines provided

Technician productivity percentage is the level of productivity you require from your technicians. Eight hours produced in an eight-hour day is 100% productivity. Ten hours produced in an eight-hour day is 125% productivity. This setting will affect your total team goal.

_____

_____

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_____

_____

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_____

Timed Typing Skills - 2 Minutes

Please type as much of this paragraph as you can in 2 minutes.

In order for the program to take into account shops that have part time employees we have introduced seven-day scheduling. Shops can now schedule employees for up to seven days per week as well as schedule days off and partial work days. The program now allows you to customize your employee's and your shop's days, times and hours. We will now distinguish between the start and end of your business week in addition to the start and end of your work week. This will allow you to capture off work week data entry by employees. This will allow the program to be more accurate in calculating shop goals dynamically.

In addition, we understand that some shops prefer not to fully verify their work orders to take full advantage of reports. For these shops we are releasing a quick verify feature under the Shop menu. We do not recommend that you use it as it will make your reporting data less accurate but we are offering you the option. Quick verification automatically processes your work orders and aggregates them into the reporting system without input from the shop bookkeeper. However, you will not have access to all of the financial data that is available to a shop that engages full verification, but you will have access to our basic reports.