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December 22, 2015
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ANSWER KEY

ARITHMETIC

QUESTIONS 1. To determine how much Lydia will earn if she works 15 hours, you must first determine her hourly rate.

Step 1: Multiply

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(2) shift \times (4) hours = 8. Lydia earned \$120 for 8 hours of work.

Step 2: Divide
 $\$120 \div 8 = 15$.

Lydia earns \$15 an hour. Office Technician Study

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very wrong.

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reason that this
job exists;
there are
offices all over
the world that
require
dedicated
workers to
handle specific

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tasks and these
workers have to
be able to do
their jobs
extremely well.

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perform basic
arithmetic
functions
quickly and
accurately and

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need to figure
out and
implement the
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to solve a math
problem
presented in the
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ANSWER KEY

ARITHMETIC

QUESTIONS 1. To

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Step 2: Divide $\$120 \div 8 = 15$.
Lydia earns \$15 an hour.

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employees,

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office
technicians are
typically

expected to be
able to perform
basic

administrative
tasks that
ensure smooth
operations

management at
their office.

Depending on
your experience,

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this may range from small-scale office work duties such as making photocopies and scans to larger-scale office work duties such as performing important data entry and report preparation.

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This guide is designed to familiarize and assist you in preparing for the Office Assistant examination. The examination

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contains 45
multiple-choice
items in three
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sections: 1)
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Calculations, 2)
Written
Communication,
and 3) Sorting
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