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Office Technician (General & Typing) Examination Study Guide 9 ANSWER KEY

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

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Step 1: Multiply (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 Guide - California

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4-hour work shifts. How much will she earn for 15 hours of work? A. \$180 B. \$225 C. \$245 D. \$280. B.

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Exam

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accurately and math word problems in which you will need to figure out and implement the correct method to solve a math problem presented in the form of a story.

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Assessment Quiz

A computer technician is an expert who can identify, troubleshoot, and resolve problems such as servers, networking issues, various hardware and software errors, etc. This quiz is

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for all the people out there who are preparing for any online computer technician exam; it will test their skills for good.

*Quiz: Computer Technician
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questions though but not specifically for the 'office tech' portion. The test description states it will be 2 exams (1 - testing proficiency in data entry & Microsoft Word/Excel/Outlook and 2 - Attention to detail,

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Math, English usage & Reading comprehension) and will be about 6+ hours long and it's already pre-scheduled to be online in-person.

LA School District Office

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Sample Test For Office Technician

Being an office assistant requires a lot of responsibility and a wide range of skill sets. This exam measures one's aptitude

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in the following areas:

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Punctuation, & Grammar -

This tests your knowledge of
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and ability to spell words
correctly. Alphabetizing &
Numerical Ordering - These

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questions assess your
ability to file documents in
correct alphabetical order.

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suggestions on what areas
you should concentrate your
preparation efforts.

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Math, English usage & Reading comprehension) and will be about 6+ hours long.

Office Tech Exam Questions : CAStateWorkers

will be admitted to the examination, but they must

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submit evidence of completion before they can be considered for appointment). Office Technician (Typing) EITHER I: One year of experience in California state service performing clerical duties

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at a level of responsibility
equivalent to that of an
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