

Sample Secretarial and Administrative Skills

Candidates will need to read the questions and select the one correct answer out of the four provided.

Item 1

What is the most common programme used to read a .pdf file?

- A. Acrobat
- B. Word
- C. Excel
- D. PowerPoint

Key: A

Item 2

What is a zip file?

- A. A file containing compressed documents
- B. A type of picture file
- C. A type of word processor file
- D. A file used by the operating system

Key: A

Item 3

Put the following sheets of paper in order, from largest to smallest: foolscap, Letter, A4.

- A. A3, Letter, A4
- B. A4, Letter A3
- C. Letter, A3, A4
- D. A3, A4, Letter

Key: D