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Unknown April 30,  
2019 at 5:45 PM. Me  
toooooo. Delete.

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Unknown December 5,  
2018 at 8:15 AM.

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Office administration and office management is a vital course to not only office managers but also for receptionists. The quiz below tests on the fundamentals of office management. Take it up and see how much you know on the subject.

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choice questions

Question 1 A shredder  
is there to; A. Destroy  
paper documents by  
cutting them into small  
pieces. B. Staple pieces  
of paper together. C.  
Fax documents. D.  
Open envelopes.

Question 2 A  
photocopier is used to;  
A. Take photos the way

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a camera does.

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Administrative  
Assistant quiz,  
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origin of the Caribbean  
Community is: a) The  
need for economic  
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**COUNCIL** Multiple Choice

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... Jacqueline Peters-

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