

111.) This is a type of document issued by a seller to a buyer relating to a sale transaction and indicating the products, quantities and prices sold to the buyer.

- a. Check voucher
- b. Purchase order
- c. Delivery receipt
- d. Sales invoice

112.) Which of the following is not a usual document used in a sales company?

- a. Form 137
- b. Delivery receipt
- c. Sales invoice
- d. Purchase order

113.) One of the responsibilities of a clerical job is answering and tending phone calls. Which is the best way to answer a phone call in a company?

- a. Say "Hello," and wait for the caller to speak.
- b. Run and get a pen and notebook then pick up the phone.
- c. Answer the phone politely and give your department or company name.
- d. Wait for fellow employees to answer the phone.

114.) An example of a hard copy document is:

- a. PDF file letter
- b. Company email message
- c. A business letter saved in USB
- d. Business letter in a paper

115.) What does a CC means in an email message?

- a. Copy sent
- b. Copy furnished
- c. Copy cat
- d. Client copy

116.) Which computer program should you go if you want to email a company?

- a. Word
- b. Excel
- c. Outlook
- d. Powerpoint

117.) This is a telephonic transmission of scanned documents of texts and images to a telephone number connected to a printer.

- A. Photocopying Machine
- B. Fax Machine
- C. Typewriter
- D. Inkjet Printer

118.) The chief financial officer is responsible for the financial matters and financial management of a corporation, she is also known as the _____.

- A. Auditor
- B. Treasurer
- C. Chief Executive Officer
- D. Manager

119.) Which department of a company is responsible for cash register operations and payment processing?

- A. Cashier
- B. Billing
- C. Accounting
- D. Budget

120.) Your boss asked you to send her a soft copy of your latest résumé. An example of a soft copy is:

- a. A print out copy usually in a paper
- b. Original copy written in a paper
- c. A copy saved in a computer and sent through email
- d. A copy from a Xerox machine

- 111. D Sales invoice
- 112. A Form 137
- 113. C Answer the phone politely and give your department or company name.
- 114. D Business letter in a paper
- 115. B Copy furnished
- 116. c. Outlook
- 117. B. Fax Machine
- 118. B. Treasurer
- 119. A. Cashier
- 120. C. A copy saved in a computer and sent through email