

## *Office Administration Final Exam Question Papers*

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### **Office Administration CXC Practice Test Questions - CXC Exams**

A modern day secretary needs the same skills as in the past. D. A modern day secretary does not need shorthand

### **What Is Office Administration Quiz? - ProProfs Quiz**

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#1. \* Receiving and Delivering of Correspondence- businesses e.g. banks utilize this service to issue bank statements to their customers \*Change of Postal Address- should a resident move or relocate to another area, they can request a change of address for all correspondence to be sent to their new mailing address. they can even set up P.O. boxes

### **Office Administration Human Resource Questions - CXC Exams**

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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4 Office Administration 2012 Exemplars from candidates' responses to Paper 02 Question 7 7. (a) Identify three functions of the Marketing Office. (3 marks) (b) State three reasons why a clerk in the Sales and Marketing Department should maintain a mailing

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