

## Civil Service Exam Clerical Operations Questions:

1. Which department of an office is responsible for hiring new personnel?
  1. Office of the President
  2. Accounting Department
  3. Logistic and Supply
  4. **Human Resource Department**
2. Which computer program should you go if you want to email a company?
  1. Word
  2. Excel
  3. **Outlook**
  4. Powerpoint
3. This is a telephonic transmission of scanned documents of texts and images to a telephone number connected to a printer.
  1. Photocopying Machine
  2. **Fax Machine**
  3. Typewriter
  4. Inkjet Printer
4. The chief financial officer is responsible for the financial matters and financial management of a corporation, she is also known as the \_\_\_\_\_.
  1. Auditor
  2. **Treasurer**
  3. Chief Executive Officer
  4. Manager
5. Which department of a company is responsible for cash register operations and payment processing?
  1. **Cashier**
  2. Billing
  3. Accounting
  4. Budget
6. What is the correct filing arrangement for the following names?
  1. Angeles, Mario P.
  2. Angeles, Maricel P.
  3. Angeles, Marissa P.
  4. Angeles, Maria P.

1. 4,2,1,3
2. 4,1,2,3
3. 4,3,2,1
4. 4,1,3,2
7. All of the following items are found in the Official Receipt form except \_\_\_\_\_.
  1. Name and address of the buyer
  2. Signature of the recipient
  3. Quantity of the items paid
  4. **Credit Card Number of the customer**
8. The method of indexing and filing where names are in alphabetized order.
  1. Numeric
  2. Metric
  3. Geographic
  4. **Alphabetic**
9. Which is the best way to address a correspondence for the President of the Philippines?
  1. His Excellency Ferdinand Marcos Jr.
  2. **His Excellency President Ferdinand Marcos Jr.**
  3. President Ferdinand Marcos Jr.
  4. President BBM
10. How do you address the Queen of England when you talk about her?
  1. Her Highness the Queen
  2. **Her Majesty Queen Elizabeth II**
  3. Queen Elizabeth II her Highness
  4. Queen Elizabeth II her Majesty

# Clerical Operations Study Guide

**Lewis Morris**

## **Clerical Operations Study Guide:**

**Head Clerk (Surrogate)** National Learning Corporation,2019-02 The Head Clerk Surrogate Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to supervision the Surrogate s Court Procedure Act with emphasis on article 20 24 28 the Estate Tax Law with emphasis on article 26 and 10 c administration knowledge of legal terms documents forms and procedures with relation to the handling of decedent s estates and estate taxation in the Surrogate s Court clerical aptitude understand and interpret written material and other related areas

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Department,1956    **Clerk-Laborer (C-1190)** National Learning Corporation,2018-11 The Clerk Laborer Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to spelling alphabetizing record keeping clerical operations with letters and numbers and more

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### **Table of Contents Clerical Operations Study Guide**

1. Understanding the eBook Clerical Operations Study Guide
  - The Rise of Digital Reading Clerical Operations Study Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Clerical Operations Study Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Clerical Operations Study Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Clerical Operations Study Guide
  - Personalized Recommendations
  - Clerical Operations Study Guide User Reviews and Ratings
  - Clerical Operations Study Guide and Bestseller Lists
5. Accessing Clerical Operations Study Guide Free and Paid eBooks

- Clerical Operations Study Guide Public Domain eBooks
- Clerical Operations Study Guide eBook Subscription Services
- Clerical Operations Study Guide Budget-Friendly Options

6. Navigating Clerical Operations Study Guide eBook Formats

- ePUB, PDF, MOBI, and More
- Clerical Operations Study Guide Compatibility with Devices
- Clerical Operations Study Guide Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Clerical Operations Study Guide
- Highlighting and Note-Taking Clerical Operations Study Guide
- Interactive Elements Clerical Operations Study Guide

8. Staying Engaged with Clerical Operations Study Guide

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Clerical Operations Study Guide

9. Balancing eBooks and Physical Books Clerical Operations Study Guide

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Clerical Operations Study Guide

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Clerical Operations Study Guide

- Setting Reading Goals Clerical Operations Study Guide
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Clerical Operations Study Guide

- Fact-Checking eBook Content of Clerical Operations Study Guide
- Distinguishing Credible Sources

13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development

---

- Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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