

Clerical Practice Test Questions and Answers

1. Which skill is most essential for clerical work?

- A) Advanced mathematical calculations
- B) Attention to detail and accuracy
- C) Public speaking abilities
- D) Creative writing skills

2. What does "filing alphabetically" mean?

- A) Organizing documents by date
- B) Arranging items by size
- C) Sorting documents in A-Z order by name
- D) Grouping by department

3. In data entry, what is the most important factor for quality work?

- A) Speed of typing
- B) Accuracy and error-free input
- C) Knowledge of advanced software
- D) Ability to multitask

4. Which of the following is a common clerical responsibility?

- A) Developing company policies
- B) Managing large budgets
- C) Organizing files and maintaining records
- D) Conducting job interviews

Answers: 1-B 2-C 3-B 4-C

For More Clerical Questions and Answers FREE, Clerical Online Prep Training, Clerical Exam, Clerical Study Guide, Clerical Flashcards, Clerical Quizzes visit:

Clerical Practice Test