

Fresno County Office Assistant Study Guide

OFFICE ASSISTANT II (KEYBOARDING) National Learning Corporation.2019

OFFICE ASSISTANT II (CALCULATIONS) National Learning Corporation.2019

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best you must be prepared to tackle the unique question types found on the exam. This book contains the most up to date and accurate information to help you prepare for the Office Assistant exams given by state, county, and local agencies. Written using lessons learned from the latest exam updates, this manual perfectly prepares the reader for all of the exam sub-areas including: Operations with letters and numbers Checking for Errors Grammar, spelling, and punctuation Office vocabulary Tables and Directories This book is an excellent resource for various Entry Level Clerical titles administered for State, County, and Local Municipal Positions.

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Assistant Office Services Manager National Learning Corporation.2020-02-15

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