

**Office Administrator Skills Quiz**

Name:

Phone:

Email:

1.What steps would you use in Excel to create a spreadsheet organized sequentially by date amount and then totaled?

2.What are the steps to total rows in a column of multiple numbers in an Excel spreadsheet?

3.What steps would you insert a header and a footer in this Excel Spreadsheet?

4.When would you share a client's financial information with another party?

5. Jessica bought a dress that was originally $68.00. The sales tax is 8.5% but she had a 20% off coupon. How much did Jessica pay for the dress?

6. Fill in the blank with the appropriate form of the verb "to be.

" A few years ago, this monitor was new and these laptops \_\_\_\_\_\_\_\_\_\_ the latest technology.

7.When do you use “Fred and I” and when do you use “Fred and me” in a sentence?

8.Two of ten people in the office are having trouble getting their email. What steps would you take to solve the issue?

9. What steps do you take if you are on the phone with a client and the other line rings?

10.

Alphabetize this list by last name:

Daniel Lewis #034691

Clair Luna #124596

Patricia Bowman #016598

John Smith #001658

Leslie Hansen #014587

Robert Tyler #004679

Sort the same list in numerical order:

Daniel Lewis #034691

Clair Luna #124596

Patricia Bowman #016598

John Smith #001658

Leslie Hansen #014587

Robert Tyler #004679

**When you complete the quiz, please attach it to an email and send it to:** [**peakeskills@gmail.com**](mailto:peakeskills@gmail.com)