# 

# Office Manager and Administrator Skills Quiz

Name:

Email Address:

Phone Number:

1. 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.
2. What is the purpose of an accounting general journal entry?
3. How would you create a universal price change in an Excel spreadsheet to feed multiple worksheets or workbooks?
4. Your gross payroll is $5568.00. Payroll tax withheld is $542.00. Company payroll tax is $321.00. What is the total company expense on the Profit and Loss Statement?
5. What steps do you take to do a bank reconciliation?
6. Search: A tenant calls to report broken glass in their rear window. Name three top window replacement companies in Davis.
7. Name three different types of apartment leases.
8. When is it correct to use “Fred and I,” and when is it correct to use “Fred and me” in a sentence?
9. 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?
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

1. 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

1. Search: In what county is the city of Dixon located?

When complete, attach your completed quiz to an email and send it to: [grantiegateskills@gmail.com](mailto:granitegateskills@gmail.com)