

### **Exam Set for the ADMINISTRATIVE ASSISTANT III (SG9) for MIS**

- Why do you want this computer clerk job? (10 points)
  - I am comfortable to do computer/ clerical job ever since 2014 I became an IT minister in our church which are not just related to technicalities but also in administrative tasks. I also have experienced in clerical job in Philippine Statistic Authority and Fila Philippines, and I am still confident that I could still grow in this job, there are things that I could still enhance to excel in this job.
- What challenges are you looking for in this computer clerk position? (10 points)
  - Doing the job/task as a team would be challenging since I have to adopt to a new environment and co-workers.
- How will your administrative skills contribute to the organization? (10 points)
  - I am proficient in Microsoft office; I could type approximately 45-60 per minute with an accuracy of 99-100%. I am also keen to details and error. I also have some knowledge in computer matters like computer software and hardware trouble shooting. I could also do graphical designs and web development but since my job is about administrative clerk. I have knowledge in any google documents management and email specialist. If there are things I could help with my job, I could self-study and given by a short time I could learned it fast.
- If you were to suggest improvement in the current FNRI main website, what will it be to attract more viewers and engagement from users? (20 points)
  - The website itself is user-friendly enough but I guess it lacks blog post that could invite viewers to the website, and its SEO needs more key words like when I search in google "nutritious Filipino foods" it will be better if the website could be seen at the top of google web page. When it comes to graphical design of the website. I believe in simplicity is beautiful. Using material-ui/ colors would be best in graphical design since it was the trend nowadays.

# Computer Test For Office Assistant

**G Orfield**



## **Computer Test For Office Assistant:**

HPSSC JOA Junior Office Assistant (IT) Recruitment Exam 2020 Arihant Experts,2020-12-21      Administrative Assistant's and Secretary's Handbook James Stroman,Kevin Wilson,Jennifer Wauson,2014-06-18 The expectations and duties of the modern day administrative assistant are higher and more stressful than ever before The Administrative Assistant s and Secretary s Handbook will help professionals everywhere come out on top From managing the phones coordinating meetings and preparing presentations to planning events crafting clear business communications and deciphering legal documents administrative assistants need to be everything to everyone all the time and all with a smile They spend all day helping others but who is going to help them For office professionals seeking to improve their performance and enhance their value to employers this handbook is the definitive source of help for these true jack of all trades In The Administrative Assistant s and Secretary s Handbook you will find information on topics such as Creating graphics charts and presentations Microsoft Word Excel Outlook and Publisher Web conferencing Electronic and paper filing systems Recordkeeping Meeting planning and management Business math and much more Extensively updated with new information on Windows 8 Microsoft Office 2013 Apple OS mobile computing computer software troubleshooting data security Google Calendar Google Drive Google Docs and Microsoft Web Applications this bestselling guide will help these unsung heroes shine in the eyes of all their coworkers

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In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Computer Test For Office Assistant**," an enthralling opus penned by a highly acclaimed wordsmith, readers embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve in to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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