

CXC Office Administration – Paper 2 Practice Questions

Name: _____ Date: _____

Instructions: Answer ALL questions. This paper tests knowledge across all major topics in the syllabus.

1. (The Office and Its Functions) Question 1: _____

2. (Travel Arrangements) Question 2: _____

3. (Travel Arrangements) Question 3: _____

4. (The Office and Its Functions) Question 4: _____

5. (Health, Safety, and Security) Question 5: _____

6. (Office Layout and Ergonomics) Question 6: _____

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