

**DO NOT WRITE ON TEST**



**ADMINISTRATIVE  
SUPPORT CONCEPTS**

**~OPEN EVENT~**

**(290)**

**REGIONAL 2022**

**TOTAL POINTS \_\_\_\_\_100 Points**

**Test Time: 60 minutes**

## MULTIPLE CHOICE

Identify the choice that *best* completes the statement or answers the question.

1. Choose the correct sentence.
  - a. In the absense of common cents, the people followed blindly.
  - b. In the absence of common cents, the people followed blindly.
  - c. In the absence of common sense, the people followed blindly.
  - d. In the absence of common sense the people followed blindly.
  
2. Choose the correct sentence.
  - a. The leisure trip was ruined by they're suitcase being misplaced.
  - b. The liaison trip was ruin by their suit case being missplaced.
  - c. The leisurely trip was ruined by there suitcase being misplaced.
  - d. The leisure trip was ruined by their suitcase being misplaced.
  
3. Choose the correct sentence.
  - a. Your model is faster than the one that landed over there under the gazebo.
  - b. You're modal is faster than the one that landed over their under the gazebo.
  - c. You're model is faster than the one that landed over there under the gazeboo.
  - d. Your modal is faster than the one that landed over there under the gazeboo.
  
4. Choose the correct sentence.
  - a. Is it impolite to wear a hat inside a building?
  - b. It's impolite to ware a hat inside a building.
  - c. Its impolite to wear a hat inside a building.
  - d. Is it impolite to ware a hat inside a building?
  
5. Choose the correct sentence.
  - a. According to are teacher, the reported threat was "I'll kills you with my bear hands."
  - b. According to hour teacher, the reported threat was "I'll kill you with my bare hands."
  - c. According to are teacher, the reported threat was "i'll kill you with my bare hands".
  - d. According to our teacher, the reported threat was "I'll kill you with my bare hands".
  
6. Sally earns \$1,358 this week. She pays \$240 in federal tax and \$132 in other taxes. What is her gross pay?
  - a. \$1,118
  - b. \$986
  - c. \$1,226
  - d. \$1,358
  
7. Winston is paid \$15.60 an hour with no overtime pay available to him. If Winston works 44 hours this week, his gross pay is \$686.40.
  - a. True
  - b. False

8. If Bradley is paid a monthly salary of \$4,650, then his yearly gross pay is \$55,850.
  - a. True
  - b. False
  
9. Since the amount in the petty cash fund is so small, it is not required to have source documents or receipts nor be locked in a secure location.
  - a. True
  - b. False
  
10. Which of the following would be an acceptable use for petty cash?
  - a. Rent payment
  - b. Monthly travel expenses
  - c. Postage due on a package received
  - d. Monthly internet usage expense
  
11. If Alex has a base pay of \$2,000 a month and is paid 3% commission on all sales over \$10,000, what is her gross pay if she sold \$34,000 this month?
  - a. \$720
  - b. \$1,020
  - c. \$2,720
  - d. \$3,020
  
12. The markup rate is 40% for the dress pants that cost the retailer \$25. The item will be sold for \_\_\_\_\_ retail.
  - a. \$30
  - b. \$35
  - c. \$40
  - d. \$45
  
13. The inventory method FIFO means that the oldest items purchased are sold first.
  - a. True
  - b. False
  
14. When using the \_\_\_\_\_ inventory valuation method the cost of the inventory reported on the balance sheet represents the cost of the inventory most recently purchased.
  - a. LIFO
  - b. FIFO
  - c. Weighted Average Cost
  - d. Specific Identification
  
15. You need to purchase material for a blanket. Which conversions are correct?
  - a. One yard of fabric is 3 feet of fabric.
  - b. Three yards of fabric is one foot of fabric.
  - c. One foot of fabric is 36 inches of fabric.
  - d. One yard of fabric is 24 inches of fabric.

16. Which of the following would *not* be an appropriate expense to be charged to petty cash?
- Purchasing a bereavement card for a client.
  - Reimbursing an employee for postage.
  - Purchasing flowers for your spouse.
  - Reimbursing an employee for mileage.
17. The equation for simple interest is usually stated as \_\_\_\_\_.
- Principle \* Interest \* Time
  - Rate \* Time \* Months
  - Principle \* Time \* Years
  - Principle \* Rate \* Time
18. If the exchange rate of US dollars to Euros is .83 then \$10 is equal to \_\_\_\_\_.
- €0.83
  - €8.30
  - €83.00
  - €10.00
19. Which of the following reasons would it be appropriate to interrupt the CEO during a meeting?
- To receive a call from her spouse.
  - To sign the payroll requests.
  - To confirm the lunch order.
  - To notify the CEO of a potential threat.
20. A customer believes that your product is not waterproof. What is the best way to handle this customer?
- Explain that you are an expert in this field and if you say it is waterproof, then it is truly waterproof.
  - Demonstrate the product's waterproof ability to the customer.
  - Show the customer the product's tag that states it is waterproof.
  - Have your manager explain that the product is waterproof.
21. Which of the following is an example of good customer service?
- Stretching a deadline due to poor planning.
  - Allow all phone calls to go to voicemail so you can listen to them multiple times.
  - Focus on the customer not making the sale.
  - Looking up the standard return policy for the customer.
22. An acceptable salutation is \_\_\_\_\_.
- sincerely
  - dear
  - cordially
  - regards

23. After completing your monthly budget, you identify your disposable income to be less than \$10 for the month. What could you do to increase your disposable income?
- Drink water instead of pop.
  - Eat out more often since it is cheaper than cooking at home.
  - Add a streaming service to occupy your time, so you don't shop online.
  - Buy a new car so your gas expense will be less.
24. In a word processing application, the \_\_\_\_\_ allows the user to see the document on a mock sheet of paper.
- one-page
  - zoom
  - print layout
  - read mode
25. Which of the following is an example of negative self-talk?
- I knew I could meet my goal before the due date.
  - You did a great job on the last assignment.
  - I know I can do better than everyone else.
  - I wish I knew how I was going to meet this deadline.
26. Which program would most likely be used to create a budget?
- Microsoft Excel
  - Google Slides
  - Microsoft PowerPoint
  - Google Docs
27. Which program would most likely be used to create a newsletter?
- Microsoft PowerPoint
  - Microsoft Word
  - Google Sheets
  - Google Slides
28. The \_\_\_\_\_ allows you to copy the formatting of specific text to multiple other items.
- Ctrl + C
  - show/hide button
  - Ctrl + P
  - format painter
29. Ctrl + U is a toggle key that turns on and off the underline function.
- True
  - False

30. \_\_\_\_\_ is the process of moving less active information and files to free up space for those that are currently in use.
- Backing up
  - Archiving
  - Indexing
  - Filing
31. The purpose of external communication is to inform, organize, direct, motivate, and/or negotiate within your organization.
- True
  - False
32. An example of visual communication is a(n) \_\_\_\_\_.
- job interview
  - chart
  - letter
  - conference
33. Software such as Microsoft Excel or Google Slides are referred to as \_\_\_\_\_ software.
- operating
  - application
  - integrated
  - utility
34. Software that is run automatically when the computer is turned on is referred to as \_\_\_\_\_ software.
- operating
  - application
  - integrated
  - utility
35. If a pair of socks cost the store \$10 and the store sells it for \$13, then the percent of markup is \_\_\_\_\_.
- 3%
  - 13%
  - 20%
  - 30%
36. Your manager wants to provide a 5% discount to employees. If an item sells for \$80, what would be the employee discount?
- \$4
  - \$8
  - \$72
  - \$76

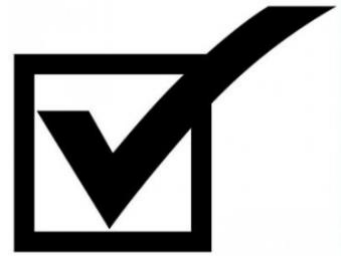
37. Which word is spelled correctly?
- mispell
  - Pharaoh
  - wierd
  - intelligance
38. Which word is misspelled?
- pronunciation
  - handkerchief
  - seperate
  - acceptable
39. Which word is misspelled?
- Wednesday
  - dissolve
  - sherbert
  - bologna
40. Which word is spelled correctly?
- fuschia
  - playwrite
  - minuscule
  - ingenius
41. When proofreading a document for your manager, which line would not need to be edited?
- A person with a disability cannot access the top floor.
  - She is a paraplegic and cannot access the top floor.
  - A quadriplegic cannot access the top floor.
  - The man in the wheelchair cannot access the top floor.
42. Your boss is getting ready to fly international for the first time. Which advice do you provide her with to assist with the security check?
- Arrive 15 minutes early for your flight.
  - Check the list of prohibited items for both countries.
  - Exchange cash before the flight to save time.
  - Wear comfortable clothes due to the length of the flight.
43. The financial statement that shows the progress of the business over a period of time is the \_\_\_\_\_.
- Income Statement
  - Balance Sheet
  - Statement of Stockholders Equity
  - Cash Flow Statement

44. The financial statement that shows the condition of the business on a specific date is the \_\_\_\_\_.
- Income Statement
  - Balance Sheet
  - Statement of Stockholders Equity
  - Cash Flow Statement
45. To begin work, an employee must fill out a(n) \_\_\_\_\_.
- W-2 form
  - W-4 form
  - Form 1040
  - 1099 Income Statement
46. Which of the following would be the best font choice for a business letter?
- Serif font 10 point
  - Serif font 12 point
  - Sans Serif font 10 point
  - Sans Serif font 12 point
47. Which of the following is an example of a variable expense?
- Gas for car
  - Car payment
  - Rent
  - Car insurance
48. Which of the following is an example of a fixed expense?
- Internet
  - Pets
  - Car repairs
  - Clothes
49. Credit scores are like golf, the lower the number the better your credit.
- True
  - False
50. It is always better to buy than to rent a home.
- True
  - False





**BUSINESS  
PROFESSIONALS**  
of **AMERICA**  
Giving Purpose to Potential



# **ADMINISTRATIVE SUPPORT CONCEPTS**

**~OPEN EVENT~**

**(290)**

**REGIONAL 2022**

**TOTAL POINTS**

\_\_\_\_\_ **100 Points**

**Test Time: 60 minutes**

ADMINISTRATIVE SUPPORT CONCEPTS-OPEN  
REGIONAL KEY 2022

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1.	C	26.	A
2.	D	27.	B
3.	A	28.	D
4.	A	29.	A
5.	D	30.	B
6.	D	31.	B
7.	A	32.	B
8.	B	33.	B
9.	B	34.	A
10.	C	35.	D
11.	C	36.	A
12.	B	37.	B
13.	A	38.	C
14.	B	39.	C
15.	A	40.	C
16.	C	41.	A
17.	D	42.	B
18.	B	43.	A
19.	D	44.	B
20.	B	45.	B
21.	C	46.	D
22.	B	47.	A
23.	A	48.	A
24.	C	49.	B
25.	D	50.	B