

DO NOT WRITE ON TEST



**ADMINISTRATIVE
SUPPORT CONCEPTS**

~OPEN EVENT~

(290)

REGIONAL 2023

TOTAL POINTS

_____ **100 Points**

Test Time: 60 minutes

Directions: Identify the letter of the choice that *best* completes the statement or answers the question.

1. FICA is the combination of Social Security Tax and Medicare Tax.
 - A. True
 - B. False
2. The pay earned by hourly-paid employees is _____.
 - A. Wages
 - B. Tips
 - C. Commission
 - D. Income
3. Semi-Monthly pay and Bi-Weekly pay are the same pay periods.
 - A. True
 - B. False
4. An employee is hired at \$10 an hour. After working 50 hours this week, the employee's gross pay is \$500.
 - A. True
 - B. False
5. Mario is paid a 15% commission rate on his net sales. If his sales for the month total \$21,500, his gross pay is _____ (rounded to the dollar).
 - A. \$3,225
 - B. \$24,725
 - C. \$1,433
 - D. \$22,933
6. A gaming store uses a markup rate of 40%. What is the selling price of the game if it costs the store \$25?
 - A. \$25.00
 - B. \$35.00
 - C. \$37.50
 - D. \$62.50
7. The original price of the sweatshirt is \$55. It is marked down 25%, the new selling price is \$41.25.
 - A. True
 - B. False
8. The finance department has \$400 to spend on a set of financial calculators. If each calculator cost \$36, how many calculators can the department purchase?
 - A. 9
 - B. 10
 - C. 11
 - D. 12

9. In general, during raising prices, LIFO produces a larger cost of goods sold and a lower closing inventory.
- A. True
 - B. False
10. The account set up to pay for small expenses is _____.
- A. Cash
 - B. Miscellaneous Expense
 - C. Petty Cash
 - D. Cash Short or Over
11. The budget has one-third of the expenses appropriated to salary and one-ninth appropriated for bonuses. How much of the budget is appropriated for salary and bonuses?
- A. 11.1%
 - B. 33.3%
 - C. 44.4%
 - D. 66.6%
12. Job costing includes all of the following except _____.
- A. Materials
 - B. Labor
 - C. Overhead
 - D. Income tax
13. Aaron needed 2 m and 30 cm of material to complete the bench cushion. The bolt of material has 9 m and 75 cm on it. How much material will Aaron have left after completing the cushion?
- A. 6 m 25 cm
 - B. 7 m 25 cm
 - C. 7 m 45 cm
 - D. 8 m 45 cm
14. Audrey received a 35% tip for excellent service on an \$85 ticket. How much was the customer's account charged?
- A. \$25.50
 - B. \$29.75
 - C. \$110.50
 - D. \$114.75
15. A(n) _____ is a deduction allowed by law that reduces the amount of income that is subject to federal income tax.
- A. exemption
 - B. exception
 - C. dependent
 - D. extension

16. The address block for a memo begins two inches from the top margin.
- A. True
 - B. False
17. Which list is filed correctly by ARMA guidelines?
- A. Julie Adams, Anna Adams, Julie M. Anderson
 - B. Anna Adams, Julie Adams, Julie M. Anderson
 - C. Anna Adams, Julie M. Anderson, Julie Adams
 - D. Julie M. Anderson, Anna Adams, Julie Adams
18. Which Microsoft® program is normally used for graphs and calculations?
- A. Word
 - B. Excel
 - C. Access
 - D. SharePoint
19. If you have a lot of important information to share with your subordinates, a PowerPoint presentation is always the best option.
- A. True
 - B. False
20. In creating a document, it is best to stick to the same typeface throughout the document and only use a different one for headings, subtitles or specific kinds of text.
- A. True
 - B. False
21. Which is considered accurate when creating a table?
- A. Column heading should be aligned with the text.
 - B. The title should be bolded and centered in the first column.
 - C. Numbers are left aligned.
 - D. Column headings should be bolded.
22. The format painter allows you to _____.
- A. copy all the formatting of one object and apply it to another
 - B. copy the formula in one cell and copy it to another cell
 - C. set the spacing on the Master Slide
 - D. set the primary key
23. To rearrange slides, you should _____.
- A. cut and paste the slides
 - B. use the Master Slide feature
 - C. use the Slide Sorter feature
 - D. use the Format Painter

24. Transitions move objects in a presentation and animation moves the presentation to the next slide.
- A. True
 - B. False
25. Your _____ is your basic values and principles that are reflected in your daily behavior.
- A. character
 - B. capacity
 - C. diversity
 - D. habits
26. Conducting business electronically such as making a purchase on-line is _____.
- A. EFT
 - B. direct deposit
 - C. E-Commerce
 - D. FTP
27. The ability to perform your tasks at a satisfactory level is known as being _____.
- A. personable
 - B. proficient
 - C. diverse
 - D. ethical
28. Which sentence is correct?
- A. Thank you for meeting Shawn and I for dinner yesterday.
 - B. Thank you for meeting Shawn and me four diner yesterday.
 - C. Thank you for meeting Shawn and me for dinner yesterday.
 - D. Thank you for meeting Shawn and I four diner yesterday.
29. Which sentence is correct?
- A. If you think your going to the show, then you're mistook.
 - B. If you think you're going to the show, then your mistook.
 - C. If you think you're going to the show, than you're mistaken.
 - D. If you think you're going to the show, then your mistaken.
30. Which sentence is correct?
- A. The girl whose horse escaped is crying in its stable.
 - B. The girl who's horse escaped is crying in it's stable.
 - C. The girl who's horse excaped is crying in its stable.
 - D. The girls whose horse escaped is crying in its stable.

31. Which sentence is correct?
- A. The football players promised that their going to play in the tournament.
 - B. The football player's promised that they're going to play in the tournament.
 - C. The football players promised that they're going to play in the tournament.
 - D. The football player's promised that their going to play in the tournament.
32. Which sentence is correct?
- A. You showed good manners when you gave up your seat to the pregnant woman on the bus.
 - B. You showed gooder manners when you gave up your seat to the pregnant women on the bus.
 - C. You showed good manners when you gave up you're seat to the pregnant woman on the bus.
 - D. You showed good manners when you gave up your seat to the pregnant women on the bus.
33. Which sentence is correct?
- A. There dog broke its foot when it jumped from the sofa.
 - B. Their dog broked it's foot when it jumped from the sofa.
 - C. Their dog broke its foot when it jumped the sofa.
 - D. They're dog broke it's foot when it jumped from the sofa.
34. A group of computers and devices that are linked and can share information is referred to as a _____.
- A. network
 - B. pod
 - C. security link
 - D. firewall
35. Inserting a hyperlink allows the reader to click on the link to go to additional information, see the source of the provided information, and/or insert information on a website.
- A. True
 - B. False
36. The ability to understand what you have read, see, and/or heard is _____.
- A. comprehension
 - B. compensation
 - C. compromising
 - D. delegating
37. Using technology to collect, process, and condense information with an overall goal of efficient management is _____.
- A. insight
 - B. data entry
 - C. information management
 - D. information literacy

38. Having a person's personal information protected and restricted from access is a part of the _____ standards used at a company.
- A. Privacy
 - B. Data entry
 - C. Usage agreement
 - D. Output
39. Raw and unprocessed facts, just numbers and text is _____.
- A. Information
 - B. Coded message
 - C. Decoded message
 - D. Data
40. The measure that an asset's value decreases over time is referred to as _____.
- A. Depreciation
 - B. Appreciation
 - C. Net Value
 - D. Disposal Rate
41. The amount of money received from a sale is referred to as _____.
- A. Liability
 - B. Asset
 - C. Revenue
 - D. Expense
42. Credit Unions are a nonprofit financial institution that are owned by its members and organized for their benefit and normally have higher interest rates on loans.
- A. True
 - B. False
43. Which one is closely related to a check?
- A. Debit card
 - B. Credit card
 - C. Direct deposit
 - D. PIN
44. Which is the correct order for filing a person's name?
- A. Last name, Middle name, First name
 - B. Last name, First name, Middle name
 - C. Title, Last name, First name
 - D. Last name, Title
45. ARMA rules state that nothing comes before something so therefore, Cheryl K. Jones comes before Cheryl Jones when filing alphabetically.
- A. True
 - B. False

46. According to ARMA filing rules, hyphenated names are considered as one name without a space.
- A. True
 - B. False
47. According to ARMA filing rules, names with periods attached (T.J.) are written as two separate units (T is a unit and J is a unit).
- A. True
 - B. False
48. According to ARMA filing rules, titles come before suffixes, so for Doctor James Jones, III would be considered Jones, James, Doctor, III.
- A. True
 - B. False
49. Which sentence is correct?
- A. Because it was raining we did not play tennis.
 - B. One of my cousins George left his hat for you to use.
 - C. When did you graduate from college?
 - D. We had a good time, we played tennis.
50. Which sentence is correct?
- A. He is one of those athletes that practices everyday.
 - B. This is the house, that Payton built.
 - C. We had a test I did well on it.
 - D. The dog keeps chasing its tail.