

Civil Service Exam Clerical Operations Questions:

1. Which department of an office is responsible for hiring new personnel?

1. Office of the President
2. Accounting Department
3. Logistic and Supply
4. **Human Resource Department**

2. Which computer program should you go if you want to email a company?

1. Word
2. Excel
3. **Outlook**
4. Powerpoint

3. This is a telephonic transmission of scanned documents of texts and images to a telephone number connected to a printer.

1. Photocopying Machine
2. **Fax Machine**
3. Typewriter
4. Inkjet Printer

4. The chief financial officer is responsible for the financial matters and financial management of a corporation, she is also known as the _____.

1. Auditor
2. **Treasurer**
3. Chief Executive Officer
4. Manager

5. Which department of a company is responsible for cash register operations and payment processing?

1. **Cashier**
2. Billing
3. Accounting
4. Budget

6. What is the correct filing arrangement for the following names?

1. Angeles, Mario P.
2. Angeles, Maricel P.
3. Angeles, Marissa P.
4. Angeles, Maria P.

1. **4,2,1,3**
2. 4,1,2,3
3. 4,3,2,1
4. 4,1,3,2

7. All of the following items are found in the Official Receipt form except _____.

1. Name and address of the buyer
2. Signature of the recipient
3. Quantity of the items paid
4. **Credit Card Number of the customer**

8. The method of indexing and filing where names are in alphabetized order.

1. Numeric
2. Metric
3. Geographic
4. **Alphabetic**

9. Which is the best way to address a correspondence for the President of the Philippines?

1. His Excellency Ferdinand Marcos Jr.
2. **His Excellency President Ferdinand Marcos Jr.**
3. President Ferdinand Marcos Jr.
4. President BBM

10. How do you address the Queen of England when you talk about her?

1. Her Highness the Queen
2. **Her Majesty Queen Elizabeth II**
3. Queen Elizabeth II her Highness
4. Queen Elizabeth II her Majesty

Clerical Operations Study Guide

Lothar Theodor Konopak



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