

Objective Assessment Test for the Administrative Coordinator

Section 1: Instructions for using the Objective Assessment Test Guide during the selection process

For the Test Taker

- This is an objective selection test consisting of multiple-choice questions, true or false statements, fill in the blanks, and a short scenario.
- Read each question or scenario carefully and select the best answer or option based on the information provided.
- For multiple-choice questions, select the letter corresponding to your chosen answer (A, B, C, or D).
- For true or false statements, select either "True" or "False" based on your understanding of the statement.
- For fill in the blanks, choose the most appropriate option from the given choices and write the corresponding letter in the blank space provided.
- For the short scenario, read the scenario and select the best option from the multiple-choice answers provided.
- Answer all questions to the best of your ability.
- There is only one correct answer for each question or scenario.
- Once you have completed the test, review your answers if time permits. Do not leave any question unanswered. If you are unsure, make your best guess.

Instructions for Test Managers:

- Provide a copy of the objective selection test to each test taker.
- Clearly communicate the instructions and ensure that the test takers understand the format of the test.
- Inform the test takers about the time limit for the test, if applicable.
- Remind the test takers to answer all the questions and not to leave any question unanswered.
- Monitor the test-taking process to ensure fairness and prevent any misconduct.
- Once the test is completed, collect the answer sheets or test papers from the test takers.
- Evaluate the answers and calculate the scores based on the correct responses. Please refer to the answer key for the test as provided in Section 3 of this document.
- Communicate the results to the relevant parties or individuals involved in the selection process, if applicable.
- Ensure the confidentiality of the test results and maintain the integrity of the selection process.
- Use the test results as part of the decision-making process for selecting the suitable candidate(s) for the position
- Remember, the objective selection test is designed to assess the candidates' knowledge and understanding based on the given job description.

Section 2: Objective Assessment test for Administrative Coordinator

Multiple Choice Questions

1. Which software is commonly used for creating and formatting documents, presentations, and reports?
 - a) Microsoft Excel
 - b) Microsoft PowerPoint
 - c) Microsoft Word
 - d) Microsoft Access

2. Which software is commonly used for creating and managing spreadsheets?
 - a) Microsoft Excel
 - b) Microsoft PowerPoint
 - c) Microsoft Word
 - d) Microsoft Outlook

3. Which software is commonly used for creating slideshows and presentations?
 - a) Microsoft Excel
 - b) Microsoft PowerPoint
 - c) Microsoft Word
 - d) Microsoft Outlook

4. Which software is commonly used for managing emails and appointments?
 - a) Microsoft Excel
 - b) Microsoft PowerPoint
 - c) Microsoft Outlook
 - d) Microsoft Access

5. Which software is commonly used for creating and managing databases?

- a) Microsoft Excel
- b) Microsoft PowerPoint
- c) Microsoft Word
- d) Microsoft Access

True or False Questions

6. Zoom and Google Meet are examples of video conferencing software.

- A. True
- B. False

7. Trello and Asana are examples of project management software.

- A. True
- B. False

8. Video conferencing software is not suitable for remote meetings.

- A. True
- B. False

9. Project management software is not useful for managing projects and tasks.

- A. True
- B. False

10. Online tools like Zoom and Trello are not commonly used in the business environment.

- A. True
- B. False

Fill in the Blanks Questions

11. _____ is commonly used for accurate and efficient document creation.

- a) Microsoft Excel
- b) Microsoft PowerPoint
- c) Microsoft Word
- d) Microsoft Access

12. _____ is a project management software that helps manage projects and tasks.

- a) Microsoft Excel
- b) Microsoft PowerPoint
- c) Trello
- d) Microsoft Access

13. _____ is commonly used for creating slideshows and presentations.

- a) Microsoft Excel
- b) Microsoft PowerPoint
- c) Microsoft Word
- d) Microsoft Access

14. _____ is an email and calendar management software.

- a) Microsoft Excel
- b) Microsoft PowerPoint
- c) Microsoft Outlook
- d) Microsoft Access

15. _____ is commonly used for creating and managing spreadsheets.

- a) Microsoft Excel
- b) Microsoft PowerPoint
- c) Microsoft Word
- d) Microsoft Access

Scenario Based Questions

16. You have been asked to create a document that summarizes the key findings of a market research report. Which software would you use?

- a) Microsoft Word
- b) Microsoft Excel
- c) Microsoft PowerPoint
- d) Microsoft Access

17. You are assigned to manage a project with multiple tasks and team members. Which software would you use to effectively track progress and assign tasks?

- a) Microsoft Excel
- b) Microsoft PowerPoint
- c) Trello
- d) Microsoft Access

18. You need to create a presentation with visual aids to communicate your business strategy. Which software would you use?

- a) Microsoft Excel
- b) Microsoft PowerPoint
- c) Microsoft Word
- d) Microsoft Access

19. You have received an email with important meeting details and need to add it to your calendar. Which software would you use for managing emails and appointments?

- a) Microsoft Excel
- b) Microsoft PowerPoint
- c) Microsoft Outlook
- d) Microsoft Access

20. You are tasked with creating a spreadsheet to analyze financial data. Which software would you use?

- a) Microsoft Excel
- b) Microsoft PowerPoint
- c) Microsoft Word
- d) Microsoft Access

Section 3: Answer key with explanation

Multiple choice questions

1. Option c) Microsoft Word

- Explanation: Microsoft Word is a word processing software commonly used for creating and formatting documents, presentations, and reports.

2. Option a) Microsoft Excel

- Explanation: Microsoft Excel is a spreadsheet software commonly used for creating and managing spreadsheets.

3. Option b) Microsoft PowerPoint

- Explanation: Microsoft PowerPoint is a presentation software commonly used for creating slideshows and presentations.

4. Option c) Microsoft Outlook

- Explanation: Microsoft Outlook is an email and calendar management software commonly used for managing emails and appointments.

5. Option d) Microsoft Access

- Explanation: Microsoft Access is a database management software commonly used for creating and managing databases.

True and False

6. Option a. True

- Explanation: Zoom and Google Meet are commonly used video conferencing software platforms.

7. Option a. True

- Explanation: Trello and Asana are popular project management software tools used to manage projects and tasks.

8. Option b. False

- Explanation: Video conferencing software, such as Zoom and Google Meet, is specifically designed for remote meetings and facilitates communication between participants.

9. Option b. False

- Explanation: Project management software, such as Trello and Asana, provides effective tools for managing projects and tasks, including task assignment, progress tracking, and collaboration features.

10. Option b. False

- Explanation: Online tools like Zoom and Trello are widely used in the business environment for remote meetings, project management, and collaboration purposes.

Fill in the blanks

11. Option c) Microsoft Word

- Explanation: Microsoft Word is commonly used for accurate and efficient document creation.

12. Option c) Trello

- Explanation: Trello is a project management software that helps manage projects and tasks.

13. Option b) Microsoft PowerPoint

- Explanation: Microsoft PowerPoint is commonly used for creating slideshows and presentations.

14. Option c) Microsoft Outlook

- Explanation: Microsoft Outlook is an email and calendar management software.

15. Option a) Microsoft Excel

- Explanation: Microsoft Excel is commonly used for creating and managing spreadsheets.

Scenario Based Questions

16. Option a) Microsoft Word

- Explanation: Microsoft Word is the appropriate software for creating and formatting documents, making it suitable for summarizing key findings.

17. Option c) Trello

- Explanation: Trello is a project management software that provides features for tracking progress, assigning tasks, and collaborating with team members.

18. Option b) Microsoft PowerPoint

- Explanation: Microsoft PowerPoint is specifically designed for creating presentations with visual aids, making it the suitable choice for communicating a business strategy.

19. Option c) Microsoft Outlook

- Explanation: Microsoft Outlook is an email and calendar management software, allowing you to add appointments from emails to your calendar.

20. Option a) Microsoft Excel

- Explanation: Microsoft Excel is commonly used for creating and analyzing spreadsheets, making it suitable for financial data analysis.