

# Virtual Assistant Practice Test Questions and Answers

## 1. What is the most important skill for a virtual assistant?

- A) Advanced programming knowledge
- B) Excellent communication and time management
- C) Physical fitness
- D) Sales experience only

## 2. Which software is commonly used for project management as a virtual assistant?

- A) Microsoft Paint
- B) Trello or Asana
- C) Notepad
- D) Windows Media Player

## 3. How should a virtual assistant handle confidential client information?

- A) Share it with friends for advice
- B) Store it securely and maintain strict confidentiality
- C) Post it on social media
- D) Leave it on public computers

## 4. What is a key advantage of hiring a virtual assistant?

- A) They work only during regular office hours
- B) Cost-effective support with flexible scheduling
- C) They require expensive office space
- D) They can only do simple tasks

Answers: 1-B 2-B 3-B 4-B

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