

Practice Test - Administrative Scrivener Practice Test Questions and Answers

1. Which of the following is a function of the Administrative Scrivener?

- A) To provide a record of the organization's activities
- B) To provide a record of the organization's financial activities
- C) To provide a record of the organization's personnel activities
- D) To provide a record of the organization's physical activities

2. Which of the following is a function of the Administrative Scrivener?

- A) To provide a record of the organization's activities
- B) To provide a record of the organization's financial activities
- C) To provide a record of the organization's personnel activities
- D) To provide a record of the organization's physical activities

3. GDP is a measure of the total value of goods and services produced in a country.

- A) It is a measure of the total value of goods and services produced in a country.
- B) It is a measure of the total value of goods and services produced in a country.
- C) It is a measure of the total value of goods and services produced in a country.
- D) It is a measure of the total value of goods and services produced in a country.

4. Which of the following is a function of the Administrative Scrivener?

- A) To provide a record of the organization's activities
- B) To provide a record of the organization's financial activities
- C) To provide a record of the organization's personnel activities
- D) To provide a record of the organization's physical activities

Answers: 1-A 2-A 3-A 4-A

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