

ACCOUNT CLERK CAREER EXAM PREP — PRACTICE

EXAM 10 (100 QUESTIONS)

This practice exam contains 100 multiple-choice questions covering Operations with Letters and Numbers, Arithmetic Computation, and Arithmetic Reasoning. The recommended time allowance is 4 hours (240 minutes). A passing score varies by jurisdiction; consult your official Examination Announcement. A hand-held calculator may be used for the Arithmetic Computation and Arithmetic Reasoning questions unless your specific jurisdiction prohibits it. Mark the one best answer for each question.

1. According to standard last-name-first alphabetical filing rules, which of the following would be filed FIRST?

- A. Padgett, Wren
- B. Padilla, Wren
- C. Padgette, Wren
- D. Padget, Wren

2. According to standard last-name-first alphabetical filing rules, which of the following would be filed FIRST?

- A. Escamilla, Dov
- B. Escareno, Dov
- C. Escalante, Dov
- D. Escalona, Dov

3. How many of the following 5 pairs are EXACTLY alike? (1) C9CAFT6 / C9LAFT6 (2) H23UMYP / H2VUMYP (3) RJU6D1L / RJU6DJL (4) G65R44E / G65R4ZE (5) 35J2BNQ / 35J2B3Q

- A. 0
- B. 1

- C. 2
- D. 3

4. How many of the following 5 pairs are EXACTLY alike? (1) 5W5B2E0 / 5W5R2E0 (2) QCCWZSH / QCCWZSH (3) CC24TNV / CC24JNV (4) 3N2M0D0 / 3N2M0D0 (5) 5VLHRLB / 5VLHRLB

- A. 2
- B. 3
- C. 4
- D. 5

5. In the four entries below, a source document value (left) is compared to a data-entry record (right). Which numbered entry contains a discrepancy? (1) HJ4D3KEG / HJ4D3KEG (2) HJ4D3KEG / HJ4D3KAG (3) HJ4D3KEG / HJ4D3KEG (4) HJ4D3KEG / HJ4D3KEG

- A. Entry 1
- B. Entry 2
- C. Entry 3
- D. Entry 4

6. In the four entries below, a source document value (left) is compared to a data-entry record (right). Which numbered entry contains a discrepancy? (1) 4YRZJTLX / 4YRZJ6LX (2) 4YRZJTLX / 4YRZJTLX (3) 4YRZJTLX / 4YRZJTLX (4) 4YRZJTLX / 4YRZJTLX

- A. Entry 1
- B. Entry 2
- C. Entry 3
- D. Entry 4

7. In the following string of numbers, how many times does the digit 6 come immediately after the digit 3? 381565190325834733049659366316

- A. 0
- B. 2
- C. 1
- D. 3

8. In the following string of numbers, how many times does the digit 9 come immediately after the digit 8? 189478990502441758944452238990

- A. 3
- B. 5
- C. 6
- D. 4

9. According to standard last-name-first alphabetical filing rules, which of the following would be filed FIRST?

- A. Whitaker, Fern
- B. Whitcomb, Fern
- C. Whitehead, Fern
- D. Whitby, Fern

10. According to standard last-name-first alphabetical filing rules, which of the following would be filed FIRST?

- A. Colbert, Alma
- B. Colburn, Alma
- C. Colbath, Alma
- D. Colby, Alma

11. How many of the following 5 pairs are EXACTLY alike? (1) T2BWCV9 / T2BWPV9 (2) M4F06C1 / MDF06C1 (3) BTMXNB3 / BTMXNBF (4) 6AYKXPJ / 6ATKXPJ (5) FCVKHUQ / FCVKHUQ

- A. 0
- B. 2
- C. 3
- D. 1

12. How many of the following 5 pairs are EXACTLY alike? (1) M50R8FQ / M50R8FQ (2) BWLB1ZV / BWLB1ZV (3) VRVTQU6 / VRVTQU6 (4) 9DJP1L3 / 9DJP1L3 (5) 0SCGPW0 / 0SCGPW0

- A. 2
- B. 5
- C. 3
- D. 4

13. In the four entries below, a source document value (left) is compared to a data-entry record (right). Which numbered entry contains a discrepancy? (1) 99E9H9TS / 99E9H9TS (2) 99E9H9TS / 9BE9H9TS (3) 99E9H9TS / 99E9H9TS (4) 99E9H9TS / 99E9H9TS

- A. Entry 1
- B. Entry 2
- C. Entry 3
- D. Entry 4

14. In the four entries below, a source document value (left) is compared to a data-entry record (right). Which numbered entry contains a discrepancy? (1) YH0BFQP3 / YH0BFQP3 (2) YH0BFQP3 / YH0BFQP3 (3) YH0BFQP3 / YH0BDQP3 (4) YH0BFQP3 / YH0BFQP3

- A. Entry 1
- B. Entry 2
- C. Entry 3
- D. Entry 4

15. In the following string of numbers, how many times does the digit 4 come immediately after the digit 5? 880543154497621527531981604467

- A. 2
- B. 1
- C. 3
- D. 4

16. In the following string of numbers, how many times does the digit 2 come immediately after the digit 1? 426127830253712343128022762523

- A. 2
- B. 4
- C. 5
- D. 3

17. According to standard last-name-first alphabetical filing rules, which of the following would be filed FIRST?

- A. Havlicek, Otis
- B. Havens, Otis
- C. Havelka, Otis
- D. Havlick, Otis

18. According to standard last-name-first alphabetical filing rules, which of the following would be filed FIRST?

- A. Dunleavy, Zora
- B. Dunlap, Zora
- C. Dunleavey, Zora

D. Dunlop, Zora

19. How many of the following 5 pairs are EXACTLY alike? (1) S9A6KHU / S9AEKHU (2) W8KHX38 / W8KHXT8 (3) R6AW0W3 / R6AW0W3 (4) 2QERUN5 / 2QEGUN5 (5) 0UGPBJT / 0UGPBJT

- A. 2
- B. 1
- C. 3
- D. 4

20. How many of the following 5 pairs are EXACTLY alike? (1) BLY1NJT / BLY1NJT (2) T1VEDBX / T1VEDBX (3) C8XVP7L / C8XVP7L (4) RKP0E9Y / RKP0ERY (5) JXJAYX6 / JXJAYX6

- A. 2
- B. 3
- C. 5
- D. 4

21. In the four entries below, a source document value (left) is compared to a data-entry record (right). Which numbered entry contains a discrepancy? (1) UYPCZTRV / UYPCZTRV (2) UYPCZTRV / UYPC0TRV (3) UYPCZTRV / UYPCZTRV (4) UYPCZTRV / UYPCZTRV

- A. Entry 1
- B. Entry 2
- C. Entry 3
- D. Entry 4

22. In the four entries below, a source document value (left) is compared to a data-entry record (right). Which numbered entry contains a discrepancy? (1) 3LCH4CP6 / 3LCH4CP6 (2) 3LCH4CP6 / 3LCH4CP6 (3) 3LCH4CP6 / 3LCH47P6 (4) 3LCH4CP6 / 3LCH4CP6

- A. Entry 1
- B. Entry 2
- C. Entry 3
- D. Entry 4

23. In the following string of numbers, how many times does the digit 0 come immediately after the digit 7? 854237053740394964166096672624

- A. 1
- B. 0
- C. 2
- D. 3

24. In the following string of numbers, how many times does the digit 5 come immediately after the digit 2? 134754322597132582586905931259

- A. 3
- B. 5
- C. 6
- D. 4

25. According to standard last-name-first alphabetical filing rules, which of the following would be filed FIRST?

- A. Bostwick, Reid
- B. Bostrom, Reid
- C. Boston, Reid
- D. Bosworth, Reid

26. According to standard last-name-first alphabetical filing rules, which of the following would be filed FIRST?

- A. Grundman, Cleo
- B. Grunwald, Cleo
- C. Grundy, Cleo
- D. Grunow, Cleo

27. How many of the following 5 pairs are EXACTLY alike? (1) 4UGRGK2 / 4UGRGKT (2) 522G8PW / 522J8PW (3) XY95M3H / XY95M37 (4) LRLL480 / LRML480 (5) 20L8XYQ / 20L8XY6

- A. 1
- B. 2
- C. 3
- D. 0

28. How many of the following 5 pairs are EXACTLY alike? (1) 3KSBW8E / 3KSBW8E (2) 1TPTND5 / 1TPTNH5 (3) SY9SBTR / SY9SBTR (4) 74UGUX0 / 74UGUX0 (5) MH1B2N9 / WH1B2N9

- A. 2
- B. 3
- C. 4
- D. 5

29. In the following string of numbers, how many times does the digit 8 come immediately after the digit 6? 290090759868030978512736883048

- A. 1
- B. 3
- C. 4
- D. 2

30. In the following string of numbers, how many times does the digit 1 come immediately after the digit 9? 518148629138385953055912791365

- A. 2
- B. 3
- C. 4
- D. 5

31. According to standard last-name-first alphabetical filing rules, which of the following would be filed FIRST?

- A. Ferraiuolo, Dex
- B. Ferraro, Dex
- C. Ferrar, Dex
- D. Ferrari, Dex

32. According to standard last-name-first alphabetical filing rules, which of the following would be filed FIRST?

- A. Hutchings, Ione
- B. Hutcherson, Ione
- C. Hutchcraft, Ione
- D. Hutchins, Ione

33. How many of the following 5 pairs are EXACTLY alike? (1) ADDJE6W / AQDJE6W (2) WB4KYKZ / WQ4KYKZ (3) W07D1MF / W07D1MF (4) UVZKG1K / ULZKG1K (5) BTWTVNE / BTWCVNE

- A. 0
- B. 1
- C. 2
- D. 3

34. How many of the following 5 pairs are EXACTLY alike? (1) PNTP3R5 / PNT73R5 (2) XR3JWHU / XR3JWHU (3) ES638LM / ES638LM (4) KYRJR3N / KYRJR3N (5) GPTV15X / GPTL15X

- A. 1
- B. 3
- C. 4
- D. 2

35. What is $6,738 + 4,295$?

- A. 9,930
- B. 12,687
- C. 11,033
- D. 13,239

36. What is $8,452 - 3,876$?

- A. 4,576
- B. 4,119
- C. 5,262
- D. 5,491

37. What is 79×58 ?

- A. 4,124
- B. 5,269
- C. 4,582
- D. 5,498

38. What is 6,636 divided by 42?

- A. 158
- B. 143
- C. 181
- D. 189

39. What is $39,584 + 27,163$?

- A. 60,073
- B. 66,747
- C. 76,759
- D. 80,096

40. What is $82,056 - 45,389$?

- A. 33,001
- B. 42,167
- C. 44,000
- D. 36,667

41. What is 234×27 ?

- A. 5,687
- B. 7,265
- C. 6,318
- D. 7,581

42. What is 9,312 divided by 48?

- A. 194

- B. 175
- C. 223
- D. 232

43. What is $25 + 7 \times (11 - 6) / 5$?

- A. 29
- B. 32
- C. 36
- D. 38

44. What is $(26 - 11) \times 3 + 17$?

- A. 56
- B. 71
- C. 62
- D. 74

45. What is $63 / 9 + 8 \times (9 - 6)$?

- A. 28
- B. 35
- C. 37
- D. 31

46. What is $40 - 6 \times (5 + 3) / 6$?

- A. 29
- B. 32
- C. 36
- D. 38

47. What is $(17 + 8) \times 3 - 15 \div 5$?

- A. 65
- B. 82
- C. 86
- D. 72

48. What is $\frac{2}{5} + \frac{1}{3}$?

- A. $\frac{11}{15}$
- B. $\frac{12}{15}$
- C. $\frac{11}{16}$
- D. $\frac{15}{11}$

49. What is $\frac{8}{9} - \frac{1}{6}$?

- A. $\frac{13}{18}$
- B. $\frac{14}{18}$
- C. $\frac{13}{19}$
- D. $\frac{18}{13}$

50. What is $\frac{5}{7} \times \frac{7}{10}$?

- A. $\frac{2}{2}$
- B. $\frac{1}{2}$
- C. $\frac{1}{3}$
- D. $\frac{2}{1}$

51. What is $\frac{9}{14}$ divided by $\frac{3}{7}$?

- A. $\frac{4}{2}$
- B. $\frac{3}{3}$
- C. $\frac{3}{2}$
- D. $\frac{2}{3}$

52. What is $\frac{7}{8} - \frac{1}{3}$?

- A. $\frac{14}{24}$
- B. $\frac{13}{25}$
- C. $\frac{24}{13}$
- D. $\frac{13}{24}$

53. What is 29% of 720?

- A. 187.92
- B. 208.80
- C. 229.68
- D. 218.80

54. A value increases from 260 to 312. What is the percent increase?

- A. 20%
- B. 15%
- C. 25%
- D. 30%

55. A value decreases from 400 to 320. What is the percent decrease?

- A. 15%

- B. 25%
- C. 20%
- D. 30%

56. 322 is what percent of 460?

- A. 65%
- B. 75%
- C. 80%
- D. 70%

57. A value increased by 15 percent to become \$253.00. What was the original value?

- A. \$198.00
- B. \$220.00
- C. \$242.00
- D. \$230.00

58. What is 26% of 650?

- A. 153
- B. 194
- C. 202
- D. 169

59. What is 70% expressed as a fraction in lowest terms?

- A. $\frac{7}{10}$
- B. $\frac{8}{10}$
- C. $\frac{7}{11}$
- D. $\frac{10}{7}$

60. What is the average of 77, 63, 88, and 92?

- A. 72
- B. 92
- C. 80
- D. 96

61. Four numbers average 73. Three of them are 65, 80, and 72. What is the fourth number?

- A. 68
- B. 75
- C. 86
- D. 90

62. What is the ratio 52:68 expressed in simplest form?

- A. 13:18
- B. 12:17
- C. 13:17
- D. 14:17

63. Solve the proportion: $\frac{3}{8} = \frac{x}{64}$. What is x ?

- A. 24
- B. 22
- C. 27
- D. 28

64. A \$3,900 surplus is divided in a 2:4 ratio between two departments. What is the larger share?

- A. \$2,340.00
- B. \$2,860.00
- C. \$2,610.00
- D. \$2,600.00

65. A weighted average combines a score of 86 with a weight of 0.40 and a score of 94 with a weight of 0.60. What is the weighted average?

- A. 90.8
- B. 81.72
- C. 99.88
- D. 108.96

66. Store A sells 6 items for \$24.00. Store B sells 8 items for \$51.60. Which store has the lower per-item price?

- A. Store B (\$6.45)
- B. Store A (\$4.00)
- C. Store A (\$6.45)
- D. Store B (\$4.00)

67. Eight clerks working together process 480 forms in 8 hours. What is the combined processing rate per hour?

- A. 54 forms per hour
- B. 66 forms per hour
- C. 60 forms per hour
- D. 72 forms per hour

68. An office orders 18 boxes of printer paper at \$21.25 per box. The vendor applies a 10 percent volume discount to the order total, and a flat \$17.00 shipping fee is added afterward. What is the total amount paid?

- A. \$325.12
- B. \$397.38
- C. \$371.25
- D. \$361.25

69. A purchase totals \$340.00 before tax. A 6 percent sales tax applies. What is the total amount due?

- A. \$324.36
- B. \$396.44
- C. \$360.40
- D. \$370.40

70. A \$175.00 item is marked 35 percent off. After the discount, an 8 percent sales tax applies to the sale price. What is the total paid?

- A. \$110.56
- B. \$135.13
- C. \$132.85
- D. \$122.85

71. An office buys 21 reams of paper at \$6.90 each. A 20 percent bulk discount applies to the order. What is the total cost?

- A. \$115.92
- B. \$104.33
- C. \$127.51
- D. \$125.92

72. An invoice totals \$680.00. A 9 percent early-payment discount applies. What amount is actually paid?

- A. \$556.92
- B. \$618.80
- C. \$680.68
- D. \$628.80

73. A \$2,400 surplus is split evenly three ways among three departments. One department's share is then increased by an additional flat \$95.00 bonus. What is that department's total share?

- A. \$895.00
- B. \$805.50
- C. \$984.50
- D. \$905.00

74. An employee's monthly salary of \$4,100.00 is prorated for 18 of the month's 30 days worked. What is the prorated amount?

- A. \$2,214.00
- B. \$2,460.00
- C. \$2,706.00
- D. \$2,470.00

75. A department buys an \$84.00 filing cabinet and \$37.00 in supplies. A 7 percent sales tax applies to the combined total. What is the total amount paid?

- A. \$116.52
- B. \$142.42
- C. \$129.47
- D. \$139.47

76. This year, a department's expenses were \$276,000, which is 15 percent more than last year's expenses. What were last year's expenses?

- A. \$216,000.00
- B. \$264,000.00
- C. \$240,010.00
- D. \$240,000.00

77. 48 is what percent of 192?

- A. 25%
- B. 20%
- C. 30%
- D. 35%

78. A department's spending rose from \$165,000 to \$198,000. What is the percent increase?

- A. 15%
- B. 25%
- C. 20%
- D. 30%

79. A value is multiplied by 9, and then that result is increased by an additional 10 percent. What single multiplier applied to the original value produces the same final result?

- A. 8.91
- B. 9.9
- C. 10.89
- D. 11.90

80. Department A has spent \$114,000 of its \$152,000 budget. Department B has spent \$88,000 of its \$160,000 budget. Which department has used a higher percentage of its budget?

- A. Department B (55%)
- B. Department A (55%)
- C. Department B (75%)
- D. Department A (75%)

81. A shipment holds 76 units. A larger shipment holds half again as much. How many units does the larger shipment hold?

- A. 103
- B. 131
- C. 136
- D. 114

82. A clerk begins work at 12:15 PM and finishes at 4:20 PM, taking a single 35-minute break somewhere in between. How many minutes of actual working time were logged?

- A. 210 minutes
- B. 189 minutes
- C. 231 minutes
- D. 252 minutes

83. Two clerks working together process 280 forms in 4 hours. Clerk A alone processes 52 forms per hour. How many forms per hour does Clerk B process alone?

- A. 16 forms per hour
- B. 18 forms per hour
- C. 20 forms per hour
- D. 22 forms per hour

84. A printer produces 64 pages per minute for 12 minutes, then slows to 38 pages per minute for 9 minutes. How many total pages were printed?

- A. 999 pages
- B. 1,221 pages
- C. 1,110 pages
- D. 1,332 pages

85. A delivery truck travels 456 miles in 8 hours at a constant speed. What is its rate in miles per hour?

- A. 51 mph
- B. 63 mph
- C. 57 mph
- D. 68 mph

86. A meeting begins at 7:40 AM and lasts 175 minutes. Expressed as minutes past midnight, when does the meeting end?

- A. 572 minutes past midnight (10:35 AM)
- B. 635 minutes past midnight (10:35 AM)
- C. 698 minutes past midnight (10:35 AM)
- D. 762 minutes past midnight (10:35 AM)

87. Three clerks typing together produce a combined 215 words per minute. Clerk 1 types 68 words per minute and Clerk 2 types 73 words per minute. What is Clerk 3's typing rate?

- A. 67 words per minute
- B. 81 words per minute
- C. 89 words per minute
- D. 74 words per minute

88. A customer pays with a \$70.00 bill for a purchase totaling \$52.65. How much change is due?

- A. \$17.35
- B. \$15.62
- C. \$19.09
- D. \$22.35

89. 11,136 items must be divided evenly among 58 storage bins. How many items go in each bin?

- A. 173 items per bin
- B. 211 items per bin
- C. 192 items per bin
- D. 230 items per bin

90. A \$1,750.00 invoice must be split evenly among 13 departments. However, 6 of those departments already paid a flat \$42.00 each in advance, separate from their equal share. How much does each of the remaining 7 departments now owe?

- A. \$192.60
- B. \$214.00
- C. \$235.40
- D. \$224.00

91. A department has 72 employees, 20 of whom work part-time. The department's total annual payroll is \$3,300,000. The department plans to hire 15 more full-time employees. How many total employees will the department have after the new hires?

- A. 102 employees
- B. 72 employees
- C. 61 employees
- D. 87 employees

92. A clerk processes forms at a steady rate of 33 forms per hour. How many forms are processed in 8.5 hours?

- A. 252.45 forms
- B. 308.55 forms
- C. 336.60 forms
- D. 280.5 forms

93. An account starts with a balance of \$8,300.00. Five deposits of \$170.00 each are made, and four withdrawals of \$230.00 each occur. What is the ending balance?

- A. \$8,230.00
- B. \$7,407.00
- C. \$9,053.00
- D. \$8,240.00

94. A delivery van holds 16 boxes per trip. A department has 234 boxes that must be moved. What is the minimum number of van trips needed to move all the boxes?

- A. 14 trips
- B. 16 trips
- C. 15 trips
- D. 17 trips

95. A cleaning formula uses 5.5 cups of concentrate for every 6 gallons of solution. How many cups of concentrate are needed for 18 gallons?

- A. 14.85 cups
- B. 16.5 cups
- C. 18.15 cups
- D. 19.80 cups

96. A \$2,000.00 bonus pool is split between two teams in a 7:13 ratio. What is the larger team's share?

- A. \$1,300.00
- B. \$1,170.00
- C. \$1,430.00
- D. \$1,310.00

97. A records clerk starts with 540 files to process and completes 22 files per day for 18 days. How many files remain unprocessed?

- A. 144 files
- B. 130 files
- C. 158 files
- D. 173 files

98. An exam contains 160 questions to be completed within a 240-minute time limit. At an even pace, how many minutes are available per question?

- A. 1.35 minutes per question
- B. 1.65 minutes per question
- C. 1.5 minutes per question
- D. 3.50 minutes per question

99. A copier costs \$0.058 per page to operate. If it prints 3,900 pages, what is the total operating cost?

- A. \$203.58
- B. \$226.20
- C. \$248.82
- D. \$236.20

100. An employee worked 54 hours in one week. Regular pay is \$19.00 per hour for the first 40 hours, and overtime pay is 1.5 times the regular rate for hours beyond 40. What is the employee's total pay for the week?

- A. \$1,043.10
- B. \$1,274.90
- C. \$1,169.00
- D. \$1,159.00

Practice Exam 10: Answer Key and Explanations

1. D — Padilla diverges earliest at the fourth letter with 'i', while Padget, Padgett, and Padgette all share the common prefix 'Padget' beyond that exact point. Among those three, Padget's name ends right at that point, while Padgett and Padgette both continue further with additional letters. Nothing precedes something, filing Padget first overall.

2. C — Escamilla and Escareno diverge earliest at the fifth letter with 'm' and 'r' respectively, while Escalante and Escalona share the common prefix 'Escal' beyond that point. Between those two, the sixth letter decides: Escalante's 'a' precedes Escalona's 'o' at that position. Escalante, Dov is filed first among these four similar surnames.

3. A — Comparing each pair character by character reveals exactly 0 pairs where every position matches exactly. The remaining 5 pairs each differ in at least one character position, often a single substituted letter or digit buried in the middle of the string, which is why comparing position by position, not glancing at overall shape, is the reliable method here.

4. B — Comparing each pair character by character reveals exactly 3 pairs where every position matches exactly. The remaining 2 pairs each differ in at least one character position, often a single substituted letter or digit buried in the middle of the string, which is why comparing position by position, not glancing at overall shape, is the reliable method here.

5. B — Comparing each entry's source value against its data-entry record character by character shows that Entry 2 contains the discrepancy: the two values differ at character position 7, where the data-entry record does not match the source. The other three entries are identical between source and data entry, which is why systematic, position-by-position comparison catches this reliably.

6. A — Comparing each entry's source value against its data-entry record character by character shows that Entry 1 contains the discrepancy: the two values differ at character position 6, where the data-entry record does not match the source. The other three entries are identical between source and data entry, which is why systematic, position-by-position comparison catches this reliably.

7. C — Scanning the string left to right and checking each occurrence of '3' for an immediately following '6' produces exactly 1 qualifying occurrence in this 30-digit string. A careful, complete single pass, marking each match as it is found rather than estimating or losing track midway through, is the only reliable way to reach this exact count.

8. D — Scanning the string left to right and checking each occurrence of '8' for an immediately following '9' produces exactly 4 qualifying occurrences in this 30-digit string. A careful, complete single pass, marking each match as it is found rather than estimating or losing track midway through, is the only reliable way to reach this exact count.

9. A — All four surnames begin with 'Whit'; the fifth letter decides the order immediately at that shared position. Whitaker's fifth letter is 'a', which precedes 'b' in Whitby, 'c' in Whitcomb, and 'e' in Whitehead at that same position. Because 'a' is the earliest letter among these four surnames, Whitaker, Fern is filed first.

10. C — All four surnames begin with 'Colb'; the fifth letter decides the order immediately at that shared position. Colbath's fifth letter is 'a', which precedes 'e' in Colbert, 'u' in Colburn, and 'y' in Colby at that same position. Because 'a' is the earliest letter among these four surnames, Colbath, Alma is filed first.

11. D — Comparing each pair character by character reveals exactly 1 pair where every position matches exactly. The remaining 4 pairs each differ in at least one character position, often a single substituted letter or digit buried in the middle of the string, which is why comparing position by position, not glancing at overall shape, is the reliable method here.

12. B — Comparing each pair character by character reveals exactly 5 pairs where every position matches exactly. The remaining 0 pairs each differ in at least one character position, often a single substituted letter or digit buried in the middle of the string, which is why comparing position by position, not glancing at overall shape, is the reliable method here.

13. B — Comparing each entry's source value against its data-entry record character by character shows that Entry 2 contains the discrepancy: the two values differ at character position 2, where the data-entry record does not match the source. The other three entries are identical between source and data entry, which is why systematic, position-by-position comparison catches this reliably.

14. C — Comparing each entry's source value against its data-entry record character by character shows that Entry 3 contains the discrepancy: the two values differ at character position 5, where the data-entry record does not match the source. The other three entries are identical between source and data entry, which is why systematic, position-by-position comparison catches this reliably.

15. A — Scanning the string left to right and checking each occurrence of '5' for an immediately following '4' produces exactly 2 qualifying occurrences in this 30-digit string. A careful, complete single pass, marking each match as it is found rather than estimating or losing track midway through, is the only reliable way to reach this exact count.

16. D — Scanning the string left to right and checking each occurrence of '1' for an immediately following '2' produces exactly 3 qualifying occurrences in this 30-digit string. A careful, complete single

pass, marking each match as it is found rather than estimating or losing track midway through, is the only reliable way to reach this exact count.

17. C — Havlicek and Havlick diverge earliest at the fourth letter with 'l', while Havelka and Havens share the letter 'e' at that same position instead. Between those two, the fifth letter decides: Havelka's 'l' precedes Havens's 'n'. Havelka, Otis is filed first among these four similar surnames sharing a common root.

18. B — All four surnames begin with 'Dunl'; the fifth letter decides the order immediately at that shared position. Dunlap's fifth letter is 'a', which precedes 'e' shared by Dunleavey and Dunleavy, and 'o' in Dunlop at that same position. Because 'a' is the earliest letter among these four surnames, Dunlap, Zora is filed first.

19. A — Comparing each pair character by character reveals exactly 2 pairs where every position matches exactly. The remaining 3 pairs each differ in at least one character position, often a single substituted letter or digit buried in the middle of the string, which is why comparing position by position, not glancing at overall shape, is the reliable method here.

20. D — Comparing each pair character by character reveals exactly 4 pairs where every position matches exactly. The remaining 1 pair each differ in at least one character position, often a single substituted letter or digit buried in the middle of the string, which is why comparing position by position, not glancing at overall shape, is the reliable method here.

21. B — Comparing each entry's source value against its data-entry record character by character shows that Entry 2 contains the discrepancy: the two values differ at character position 5, where the data-entry record does not match the source. The other three entries are identical between source and data entry, which is why systematic, position-by-position comparison catches this reliably.

22. C — Comparing each entry's source value against its data-entry record character by character shows that Entry 3 contains the discrepancy: the two values differ at character position 6, where the data-entry record does not match the source. The other three entries are identical between source and data entry, which is why systematic, position-by-position comparison catches this reliably.

23. A — Scanning the string left to right and checking each occurrence of '7' for an immediately following '0' produces exactly 1 qualifying occurrence in this 30-digit string. A careful, complete single pass, marking each match as it is found rather than estimating or losing track midway through, is the only reliable way to reach this exact count.

24. D — Scanning the string left to right and checking each occurrence of '2' for an immediately following '5' produces exactly 4 qualifying occurrences in this 30-digit string. A careful, complete single pass, marking each match as it is found rather than estimating or losing track midway through, is the only reliable way to reach this exact count.

25. C — Bosworth diverges earliest at the third letter with 'w', while Boston, Bostrom, and Bostwick all share the prefix 'Bost'. Among those three, the fifth letter decides: Boston's 'o' precedes 'r' in Bostrom

and 'w' in Bostwick. Boston, Reid is filed first among these four similar surnames sharing a common root.

26. A — Grunow and Grunwald diverge earliest at the fifth letter with 'o' and 'w' respectively, while Grundman and Grundy share the common prefix 'Grund' beyond that point. Between those two, the sixth letter decides: Grundman's 'm' precedes Grundy's 'y' at that position. Grundman, Cleo is filed first among these four similar surnames.

27. D — Comparing each pair character by character reveals exactly 0 pairs where every position matches exactly. The remaining 5 pairs each differ in at least one character position, often a single substituted letter or digit buried in the middle of the string, which is why comparing position by position, not glancing at overall shape, is the reliable method here.

28. B — Comparing each pair character by character reveals exactly 3 pairs where every position matches exactly. The remaining 2 pairs each differ in at least one character position, often a single substituted letter or digit buried in the middle of the string, which is why comparing position by position, not glancing at overall shape, is the reliable method here.

29. D — Scanning the string left to right and checking each occurrence of '6' for an immediately following '8' produces exactly 2 qualifying occurrences in this 30-digit string. A careful, complete single pass, marking each match as it is found rather than estimating or losing track midway through, is the only reliable way to reach this exact count.

30. B — Scanning the string left to right and checking each occurrence of '9' for an immediately following '1' produces exactly 3 qualifying occurrences in this 30-digit string. A careful, complete single pass, marking each match as it is found rather than estimating or losing track midway through, is the only reliable way to reach this exact count.

31. A — All four surnames begin with 'Ferra'; the sixth letter decides the order immediately at that shared position. Ferraiuolo's sixth letter is 'i', which precedes 'r' shared by Ferrar, Ferrari, and Ferraro at that same position. Because 'i' is the earliest letter among these four surnames, Ferraiuolo, Dex is filed first.

32. C — All four surnames begin with 'Hutch'; the sixth letter decides the order immediately at that shared position. Hutchcraft's sixth letter is 'c', which precedes 'e' in Hutcherson, and 'i' shared by Hutchings and Hutchins at that same position. Because 'c' is the earliest letter, Hutchcraft, Ione is filed first among this group.

33. B — Comparing each pair character by character reveals exactly 1 pair where every position matches exactly. The remaining 4 pairs each differ in at least one character position, often a single substituted letter or digit buried in the middle of the string, which is why comparing position by position, not glancing at overall shape, is the reliable method here.

34. D — Comparing each pair character by character reveals exactly 2 pairs where every position matches exactly. The remaining 3 pairs each differ in at least one character position, often a single

substituted letter or digit buried in the middle of the string, which is why comparing position by position, not glancing at overall shape, is the reliable method here.

35. C — Adding column by column from the right with careful carrying at each step where a column sum reaches ten or more gives a total of 11,033. Aligning both four-digit numbers precisely by place value before adding, rather than combining them mentally, prevents a misaligned-column error, and rewriting carried digits avoids losing track.

36. A — This subtraction requires borrowing across several columns since multiple digits in the top number are smaller than the digits being subtracted from them at each of those positions. Working through each borrow carefully in sequence gives 4,576, verified by adding the result back to 3,876 to confirm it returns exactly 8,452.

37. C — Breaking 58 into 60 and 2 less simplifies the multiplication: 79 times 60 is 4,740, and subtracting two extra sets of 79 gives 4,740 minus 158, which equals 4,582. Using a nearby round number and adjusting, rather than a full long multiplication pass, reduces the chance of a place-value slip.

38. A — 42 divides into 6,636 evenly: 42 times 150 is 6,300, leaving a remainder of 336; 42 times 8 is 336 exactly. Combining 150 and 8 gives a quotient of 158 with no remainder. Estimating a large round multiple of the divisor first simplifies long division problems like this one considerably.

39. B — Adding column by column from the right, with careful carrying at each step where a column sum reaches ten or more, gives a total of 66,747 for this addition. Aligning both five-digit numbers precisely by place value before adding is essential, since even a single misaligned column produces a result off by ten.

40. D — This subtraction requires borrowing through the zero in 82,056, similar to a smaller borrow-across-zero problem but at a larger scale. Working through each column's borrow in sequence, rather than skipping the intermediate step, gives a correct difference of 36,667, verified against the original starting value of 82,056 by adding back.

41. C — Breaking 27 into 30 and 3 less simplifies the multiplication: 234 times 30 is 7,020, and subtracting three extra sets of 234 gives 7,020 minus 702, which equals 6,318. Using a nearby round number and adjusting, rather than a full long multiplication pass, reduces the chance of a place-value slip.

42. A — 48 divides evenly into 9,312: 48 times 190 is 9,120, leaving a remainder of 192; 48 times 4 is 192 exactly. Combining 190 and 4 gives a quotient of 194 with no remainder left over. Verifying by multiplying 194 by 48 confirms it returns exactly 9,312, checking the division was correct.

43. B — Following the order of operations: parentheses first gives 11 minus 6 equals 5. Multiplication and division resolve left to right next: 7 times 5 is 35, then 35 divided by 5 is 7. Finally, 25 plus 7 equals 32. Performing addition before finishing the multiplication and division would produce a different result.

44. C — Parentheses are resolved first: 26 minus 11 equals 15. Multiplication comes next in the order of operations: 15 times 3 equals 45. Addition is performed last: 45 plus 17 equals 62. Adding 3 and 17 together before multiplying by 15, ignoring the parentheses grouping entirely, is the error this question catches.

45. D — Parentheses first: 9 minus 6 equals 3. Multiplication and division resolve left to right next: 63 divided by 9 is 7, and 8 times 3 is 24. Addition is performed last: 7 plus 24 equals 31. Both operations in the multiplication and division tier must be completed before the final addition step is applied.

46. B — Parentheses first: 5 plus 3 equals 8. Multiplication and division resolve left to right next: 6 times 8 is 48, then 48 divided by 6 is 8. Subtraction is performed last: 40 minus 8 equals 32. Subtracting before completing the multiplication and division tier would produce a different, incorrect result here.

47. D — Parentheses first: 17 plus 8 equals 25. Multiplication and division resolve left to right next: 25 times 3 is 75, and 15 divided by 5 is 3. Subtraction is performed last: 75 minus 3 equals 72. Both operations in the multiplication and division tier must be completed before the final subtraction is applied.

48. A — Finding a common denominator of 15: $\frac{2}{5}$ becomes $\frac{6}{15}$, and $\frac{1}{3}$ becomes $\frac{5}{15}$, since both 5 and 3 divide evenly into 15. Adding the numerators gives $\frac{6}{15}$ plus $\frac{5}{15}$, which equals $\frac{11}{15}$ exactly. Since 11 and 15 share no common factor other than 1, this fraction is already fully simplified.

49. A — Finding a common denominator of 18: $\frac{8}{9}$ becomes $\frac{16}{18}$, and $\frac{1}{6}$ becomes $\frac{3}{18}$, since both 9 and 6 divide evenly into that shared denominator of 18 exactly. Subtracting the numerators gives $\frac{16}{18}$ minus $\frac{3}{18}$, which equals $\frac{13}{18}$ exactly. Since 13 and 18 share no common factor, this result is already fully simplified.

50. B — Multiplying fractions requires no common denominator at all: multiply the numerators together, 5 times 7 equals 35, and multiply the denominators together, 7 times 10 equals 70, giving $\frac{35}{70}$ before any simplification. Reducing by the greatest common factor of 35 brings this fraction down to $\frac{1}{2}$, the fully simplified final answer.

51. C — Dividing fractions means multiplying by the reciprocal, or flipped version, of the second fraction: $\frac{9}{14}$ divided by $\frac{3}{7}$ becomes $\frac{9}{14}$ times $\frac{7}{3}$, which equals $\frac{63}{42}$ after multiplying numerators and denominators separately together. Simplifying by the greatest common factor of 21 gives $\frac{3}{2}$, the mixed number 1 and $\frac{1}{2}$, fully reduced.

52. D — Finding a common denominator of 24: $\frac{7}{8}$ becomes $\frac{21}{24}$, and $\frac{1}{3}$ becomes $\frac{8}{24}$, since both 8 and 3 divide evenly into that shared denominator of 24 exactly. Subtracting the numerators gives $\frac{21}{24}$ minus $\frac{8}{24}$, which equals $\frac{13}{24}$ exactly. Since 13 and 24 share no common factor, this result is already fully simplified.

53. B — Converting 29 percent to its decimal form, 0.29, and multiplying by 720 gives 208.80 exactly, with no remainder left to round further at all in this case. This is the standard percentage-of-a-number calculation used throughout this exam: convert the stated percentage to a decimal, then multiply directly by the given value.

54. A — The amount of change is 312 minus 260, which equals 52. Dividing that change by the original value, 52 divided by 260, gives 0.20, or a 20 percent increase overall. The original, smaller value of 260 is always the denominator in a percent-increase calculation, never the new, larger resulting value of 312.

55. C — The amount of change is 400 minus 320, which equals 80. Dividing that change by the original value, 80 divided by 400, gives 0.20, or 20 percent. Using the smaller, new value of 320 as the denominator instead of the original 400 is the specific error this question is designed to catch.

56. D — This is a static percent-of comparison, not a change over time: dividing 322 by 460 gives 0.70, or 70 percent. Because both values are treated as fixed quantities being compared rather than an original value and a resulting value after a change, this uses simple division rather than the percent-change formula.

57. B — Because \$253.00 represents the original value plus a 15 percent increase, it equals the original value times 1.15. Dividing \$253.00 by 1.15 gives \$220.00, the original value. Subtracting 15 percent directly from \$253.00 instead of dividing does not correctly reverse a percentage increase, since it was based on the original value.

58. D — Converting 26 percent to its decimal form, 0.26, and multiplying by 650 gives 169 exactly, with no remainder left to round further at all in this case. This straightforward percentage-of-a-number calculation, convert to a decimal and multiply, underlies nearly every other percentage skill covered throughout this exam, start to finish.

59. A — Writing 70 percent over 100 gives 70/100 as a starting fraction before any simplification takes place. Dividing both the numerator and denominator by their greatest common factor, 10, simplifies this to 7/10. Confirming by converting 7/10 back to a decimal, 7 divided by 10 equals 0.70, verifies the conversion is correct and fully reduced.

60. C — Adding all four values gives 77 plus 63 plus 88 plus 92, which equals 320. Dividing that sum by 4, the count of values, gives an average of 80. This basic average formula, sum divided by count, underlies every other averaging skill, including the missing-value and weighted-average variations covered elsewhere in this exam.

61. B — The required total for all four numbers is the average times the count: 73 times 4 equals 292. The three known numbers sum to 65 plus 80 plus 72, which equals 217. Subtracting, 292 minus 217, gives 75 as the required fourth number, reversing the average formula rather than averaging the three known values.

62. C — The greatest common factor of 52 and 68 is 4. Dividing both terms of the ratio by 4 gives 13 to 17. Ratios are simplified the same way fractions are, by dividing every term by their shared greatest common factor, and exam answer choices are almost always presented in this fully reduced form.

63. A — Cross-multiplying gives 3 times 64 equals 8 times x, so 192 equals 8x. Dividing both sides by 8 gives x equals 24. Cross-multiplication works because it is a shortcut for finding a common denominator between the two ratios and comparing their numerators directly once the denominators match, without needing that step.

64. D — The ratio 2 to 4 has 6 total parts once both sides of the ratio are added together. Dividing the \$3,900 surplus by 6 gives \$650.00 per part. The larger share, representing 4 of those parts, is 4 times \$650.00, which equals \$2,600.00, while the smaller department receives the remaining 2 parts, or \$1,300.00.

65. A — Multiplying each score by its weight and summing the results: 86 times 0.40 equals 34.4, and 94 times 0.60 equals 56.4. Adding these weighted contributions, 34.4 plus 56.4, gives a weighted average of 90.8. This differs from a simple average of 86 and 94, which would be 90, since the second score carries more weight.

66. B — Store A's per-item price is \$24.00 divided by 6, which equals \$4.00. Store B's per-item price is \$51.60 divided by 8, which equals \$6.45. Comparing these unit prices directly, Store A offers the lower per-item price at \$4.00, even though its total package price is also lower than Store B's total package price too.

67. C — Dividing the total forms processed by the total hours worked gives the combined hourly rate: 480 forms divided by 8 hours equals 60 forms per hour. This combined-rate calculation is the same basic unit-rate formula used throughout this exam, applied here to a group total rather than a single individual's output.

68. D — The order subtotal is 18 times \$21.25, which equals \$382.50. A 10 percent discount removes \$38.25, leaving \$344.25. Adding the flat \$17.00 shipping fee gives a final total of \$361.25. The shipping fee is added after the discount, since the discount applies only to the order total, not to shipping.

69. C — Converting 6 percent to its decimal form, 0.06, and multiplying by \$340.00 gives a tax amount of \$20.40. Adding this tax to the original purchase price, \$340.00 plus \$20.40, gives a total amount due of \$360.40. Equivalently, multiplying \$340.00 directly by 1.06 reaches the same total in a single step.

70. D — Applying the 35 percent discount first: \$175.00 times 0.65, representing the 65 percent remaining after the discount, gives a sale price of \$113.75. Applying the 8 percent tax to this reduced price, not the original \$175.00, gives \$113.75 times 1.08, which equals \$122.85. Taxing the original price instead is the error this catches.

71. A — The order subtotal before any discount is 21 times \$6.90, which equals \$144.90. Applying the 20 percent bulk discount means the buyer pays 80 percent of that subtotal: \$144.90 times 0.80 equals \$115.92. Calculating the discount amount separately as \$28.98 and subtracting it from \$144.90 reaches the same final total.

72. B — A 9 percent discount means the payer keeps 91 percent of the invoice total. Multiplying \$680.00 by 0.91 gives \$618.80. This is equivalent to calculating 9 percent of \$680.00, which is \$61.20, and subtracting it from the original invoice: \$680.00 minus \$61.20 also gives \$618.80, confirming the calculation both ways.

73. A — Splitting \$2,400 evenly three ways gives \$800.00 per department, calculated as \$2,400 divided by 3 equally. Adding the additional flat \$95.00 bonus to one department's equal share, \$800.00 plus

\$95.00, gives that specific department a total share of \$895.00, while the other two departments each keep their original \$800.00 share.

74. B — Prorating means paying the fraction of the full salary corresponding to days actually worked: 18 out of 30 days. Multiplying \$4,100.00 by 18 and dividing by 30 gives \$2,460.00. This is the same as multiplying the full salary by the fraction $18/30$, since that fraction represents the portion of the month actually worked.

75. C — The combined pre-tax total is \$84.00 plus \$37.00, which equals \$121.00. Applying 7 percent tax to this combined total, \$121.00 times 1.07, gives a final amount of \$129.47. Calculating tax on the combined total, rather than taxing each item separately and adding the results, produces the same correct final figure.

76. D — Because this year's figure represents last year's expenses plus a 15 percent increase, it equals last year's value times 1.15. Dividing \$276,000 by 1.15 gives \$240,000.00 exactly. Subtracting 15 percent of \$276,000 directly instead of dividing would incorrectly apply the percentage to this year's larger value rather than the smaller original value.

77. A — This is a static comparison between two fixed values: dividing 48 by 192 gives 0.25, or 25 percent. Because the question asks what percentage one value represents of another, rather than describing a change from an original value to a new one, this calculation uses simple division rather than the percent-change formula.

78. C — The amount of change is \$198,000 minus \$165,000, which equals \$33,000. Dividing that change by the original, smaller value, \$33,000 divided by \$165,000, gives exactly 0.20, or a 20 percent increase overall. The original starting value of \$165,000 is always the denominator in a percent-increase calculation, never the ending value.

79. B — Multiplying a value by 9 is a straightforward scaling step. Increasing that result by 10 percent means multiplying again by 1.10. Combining both operations into a single multiplier means multiplying 9 by 1.10, which equals 9.9. Applying 9.9 directly to the original value produces the same final result as performing both steps in sequence.

80. D — Department A has used \$114,000 divided by \$152,000, which equals exactly 75 percent of its budget. Department B has used \$88,000 divided by \$160,000, which equals exactly 55 percent. Even though Department B's dollar amount spent might seem substantial, comparing the percentages directly shows Department A has used the larger share of its budget.

81. D — 'Half again as much' means the original amount plus half of it again, not half of the original amount. Calculating half of 76 gives 38, and adding that to the original 76 gives 114, equivalent to multiplying 76 by 1.5 directly. Interpreting 'half again' as simply half of 76, or 38, is the misreading this catches.

82. A — The total elapsed time from 12:15 PM to 4:20 PM is 4 hours and 5 minutes, or 245 minutes, converting both times to minutes past midnight before subtracting to avoid errors crossing the noon

boundary from AM to PM. Subtracting the 35-minute break from this total, 245 minus 35, gives 210 minutes of actual working time.

83. B — The combined rate for both clerks together is 280 forms divided by 4 hours, which equals 70 forms per hour. Subtracting Clerk A's known individual rate of 52 forms per hour from this combined rate, 70 minus 52, gives Clerk B's individual rate of 18 forms per hour working alone, isolating the unknown contribution.

84. C — During the first phase, the printer produces 64 pages per minute for 12 minutes, totaling 768 pages. During the second phase, it produces 38 pages per minute for 9 minutes, totaling 342 pages. Adding both phases together, 768 plus 342, gives a combined total of 1,110 pages printed across the full period.

85. C — Dividing the total distance traveled by the total time taken gives the constant rate: 456 miles divided by 8 hours equals 57 miles per hour. This is the same basic unit-rate calculation used throughout this exam, applied here to distance and time rather than to a count of items processed by a clerk.

86. B — 7:40 AM converts to 460 minutes past midnight, since 7 full hours equals 420 minutes plus an additional 40 minutes. Adding the 175-minute meeting length, 460 plus 175, gives 635 minutes past midnight. Converting this back into clock time confirms the meeting ends at 10:35 AM, before the noon hour boundary is reached.

87. D — Subtracting the two known individual rates from the combined total rate isolates the unknown third rate: 215 minus 68 minus 73 equals 74 words per minute. This combined-rate structure, finding a group total and subtracting known individual contributions, applies to any scenario where several workers contribute to one shared, measured output.

88. A — Subtracting the purchase total from the amount tendered gives the change due: \$70.00 minus \$52.65 equals \$17.35. Confirming this is reasonable, the change due should always be less than the amount tendered and should account exactly for the difference between the two figures, which \$17.35 does relative to \$70.00 and \$52.65.

89. C — Dividing the total items by the number of bins gives the amount per bin: 11,136 divided by 58 equals exactly 192, with no remainder. Verifying by multiplying 192 by 58 and confirming it returns exactly 11,136 checks that every item was accounted for correctly with none left undistributed or double-counted anywhere.

90. B — The prepaid amount is 6 departments times \$42.00, which equals \$252.00. Subtracting this from the full invoice, \$1,750.00 minus \$252.00, leaves \$1,498.00 owed by the remaining 7 departments. Dividing that remaining balance by 7, not the full invoice by 13, gives \$214.00 owed by each of the 7 remaining departments.

91. D — Only two details in this problem are relevant to the question asked: the current employee count of 72, and the 15 new hires being added. Adding these, 72 plus 15, gives 87 total employees. The part-time headcount of 20 and the \$3,300,000 payroll figure are real details but play no role in answering a question about total headcount.

92. D — Multiplying the hourly rate by the number of hours worked gives the total forms processed: 33 forms per hour times 8.5 hours equals 280.5 forms. Breaking 8.5 hours into 8 full hours (264 forms) plus a half hour (16.5 forms) and adding them, 264 plus 16.5, confirms the same total of 280.5 forms.

93. A — The five deposits total 5 times \$170.00, which equals \$850.00. The four withdrawals total 4 times \$230.00, which equals \$920.00. Starting from the \$8,300.00 opening balance, adding the deposits and subtracting the withdrawals in sequence, \$8,300.00 plus \$850.00 minus \$920.00, produces a final ending balance of \$8,230.00, just below the starting figure.

94. C — Dividing 234 by 16 gives 14 with a remainder of 10, meaning 14 full trips move 224 boxes, leaving 10 boxes still needing to be moved. Since a partial trip is still a full trip in practice, a 15th trip is required for those remaining 10 boxes, making 15 the minimum number of trips needed, not 14.

95. B — Setting up a proportion, 5.5 cups over 6 gallons equals x cups over 18 gallons, and cross-multiplying gives 5.5 times 18 equals 6 times x , so 99 equals $6x$. Dividing both sides by 6 gives x equals 16.5 cups of concentrate needed to scale the formula up to 18 gallons of solution.

96. A — The ratio 7 to 13 has 20 total parts when added together. Dividing \$2,000.00 by 20 gives \$100.00 per part. The larger team's share, representing 13 of those parts, is 13 times \$100.00, which equals \$1,300.00, while the smaller team receives the remaining 7 parts, or \$700.00 of the total pool.

97. A — Files completed over the 18-day period at a rate of 22 per day total 22 times 18, which equals 396 files completed. Subtracting the completed files from the original starting total of 540, 540 minus 396, leaves exactly 144 files still remaining to be processed once the 18-day period covered by this problem ends.

98. C — Dividing the total time limit by the total number of questions gives the average time available per question: 240 minutes divided by 160 questions equals exactly 1.5 minutes per question. This same per-question time budget calculation applies directly to planning pacing on any timed exam, regardless of its specific length.

99. B — Multiplying the per-page operating cost by the total number of pages printed gives the total cost: \$0.058 times 3,900 equals \$226.20 exactly, with no remainder to round. This is the same per-unit-rate calculation used throughout this exam, applied here to a printing cost rather than to a count of forms or files.

100. D — Regular pay for the first 40 hours is 40 times \$19.00, which equals \$760.00. The remaining 14 hours are paid at the overtime rate of \$19.00 times 1.5, or \$28.50 per hour, giving 14 times \$28.50, which equals \$399.00. Adding regular and overtime pay, \$760.00 plus \$399.00, gives a total weekly pay of \$1,159.00.