

ACCOUNT CLERK CAREER EXAM PREP — PRACTICE

EXAM 11 (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. Kesler, Odell
- B. Kessler, Odell
- C. Kessner, Odell
- D. Kessling, Odell

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

- A. Braithwaite, Uzo
- B. Brainerd, Uzo
- C. Braithwait, Uzo
- D. Braxton, Uzo

3. How many of the following 5 pairs are EXACTLY alike? (1) F15JAZU / F15JAZU (2) 0PSBT2N / 0PSBT2N (3) 386DKZW / 386DKZW (4) SCLKPNQ / SCLKPNQ (5) MJM6Z7B / MJM6Z7B

- A. 2
- B. 3

- C. 4
- D. 5

4. How many of the following 5 pairs are EXACTLY alike? (1) 8HGPTCH / 8HGPT5H (2) RY0QWB8 / R80QWB8 (3) F25ZWUW / F25Z6UW (4) 2F8MAGU / 2F8MAGU (5) 8SJ9ZJG / 8SJ9Z0G

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

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) 3EQA5Z9S / 3EQA5Z9S (2) 3EQA5Z9S / 3EQZ5Z9S (3) 3EQA5Z9S / 3EQA5Z9S (4) 3EQA5Z9S / 3EQA5Z9S

- 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) LV2JF63Z / LV2JF63Z (2) LV2JF63Z / LV2JF63Z (3) LV2JF63Z / LV2JF63Z (4) LV2JF63Z / LV2JF69Z

- 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 8 come immediately after the digit 1? 761839720268946181852296799187

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

8. In the following string of numbers, how many times does the digit 3 come immediately after the digit 6? 363696296321380058301520205482

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

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

- A. Fenwick, Amara
- B. Fennell, Amara
- C. Fenner, Amara
- D. Fenske, Amara

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

- A. Overholt, Bea
- B. Overman, Bea
- C. Overholser, Bea
- D. Overby, Bea

11. How many of the following 5 pairs are EXACTLY alike? (1) AVH09AD / AVH0RAD (2) 5JHZ8VY / 5EHZ8VY (3) BL77A9R / BL77A9R (4) TRZVPYP / TRZVPYP (5) TG8MYYZ / TG8MYYZ

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

12. How many of the following 5 pairs are EXACTLY alike? (1) KPBUQDU / KPBUQLU (2) DZXDYWA / DZXD1WA (3) GBF3245 / GBFH245 (4) CVB1A1F / CVBUA1F (5) PC37G9Z / PC37G9M

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

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) RUVX38ZT / RUVX38ZT (2) RUVX38ZT / RUVX38ZT (3) RUVX38ZT / RUVX38ZT (4) RUVX38ZT / RUVV38ZT

- 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) NJVSXXXV / NJVSXXXV (2) NJVSXXXV / NJVSXXXV (3) NJVSXXXV / NJVSXMXV (4) NJVSXXXV / NJVSXXXV

- 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 7 come immediately after the digit 4? 143839683474368552026775395879

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

16. In the following string of numbers, how many times does the digit 2 come immediately after the digit 9? 592538935412989250855443792854

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

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

- A. Tavernier, Cass
- B. Tavares, Cass
- C. Taveras, Cass
- D. Tavarez, Cass

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

- A. Lindquist, Ruby
- B. Lindsey, Ruby
- C. Lindeman, Ruby
- D. Lindgren, Ruby

19. How many of the following 5 pairs are EXACTLY alike? (1) 50V74H7 / 50V74H7 (2) WDS3THM / WDS3THM (3) 3GTKU3E / 3GTQU3E (4) TCCMHFT / TCCMHFT (5) G5J5F8Z / G5J5F8Z

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

20. How many of the following 5 pairs are EXACTLY alike? (1) 50QMLFD / 50QMXFD (2) 5J98N8Y / 5J9VN8Y (3) PQKNEEV / P2KNEEV (4) VJNZU0R / VJNZU0R (5) NWK0R05 / NWK0R05

- A. 2
- B. 1
- C. 3
- 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) BFCPZ16C / BFCPZ16C (2) BFCPZ16C / BFCPZ16C (3) BFCPZ16C / BFCPZ16C (4) BFCPZ16C / BKCPZ16C

- 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) X9PEC0XM / X9PEC0XG (2) X9PEC0XM / X9PEC0XM (3) X9PEC0XM / X9PEC0XM (4) X9PEC0XM / X9PEC0XM

- 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 5 come immediately after the digit 3? 088649088356373810173512334683

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

24. In the following string of numbers, how many times does the digit 6 come immediately after the digit 8? 868866327512480091238686367396

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

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

- A. Broaddus, Kai
- B. Broadhurst, Kai
- C. Broadway, Kai
- D. Broadbent, Kai

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

- A. Castellano, Nia
- B. Castell, Nia
- C. Castellanos, Nia
- D. Castellow, Nia

27. How many of the following 5 pairs are EXACTLY alike? (1) Q594H1R / Q594H1R (2) WT18M25 / WT18M25 (3) V9T97UQ / V9T97UQ (4) CBVBD0R / CBVBD0R (5) PS39UKK / PS39UKK

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

28. How many of the following 5 pairs are EXACTLY alike? (1) LWBG38X / LWBGD8X (2) 4YEQP9P / 4YFQP9P (3) CZFJ50T / CZFJ10T (4) HWTZ1VT / 3WTZ1VT (5) 8CCSEHJ / 8CMSEHJ

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

29. In the following string of numbers, how many times does the digit 4 come immediately after the digit 2? 653426182201724039392569055030

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

D. 3

30. In the following string of numbers, how many times does the digit 9 come immediately after the digit 5? 020104863455921674259049147459

A. 3

B. 2

C. 4

D. 5

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

A. Underhill, Perry

B. Underkoffler, Perry

C. Underdahl, Perry

D. Undermeyer, Perry

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

A. Wisniewski, Kade

B. Wisenberg, Kade

C. Wisecup, Kade

D. Wischmann, Kade

33. How many of the following 5 pairs are EXACTLY alike? (1) B52F8H6 / B52F886 (2) FWU09NF / FWU09NF (3) EZQA8LV / EWQA8LV (4) 58AB5RJ / 58AB5RL (5) 8LSVN2Z / 8LMVN2Z

A. 0

B. 2

- C. 1
- D. 3

34. How many of the following 5 pairs are EXACTLY alike? (1) S26XQL3 / S26XQL3 (2) 2G7KZPZ / 2G7KGPZ (3) HLWS13B / NLWS13B (4) BLSDZR6 / BLSDZR6 (5) ECD0GBX / ECD0GBX

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

35. What is $7,419 + 3,856$?

- A. 11,275
- B. 10,148
- C. 12,966
- D. 13,530

36. What is $8,734 - 4,159$?

- A. 4,118
- B. 5,261
- C. 5,490
- D. 4,575

37. What is 67×53 ?

- A. 3,196
- B. 4,083
- C. 3,551
- D. 4,261

38. What is 6,560 divided by 40?

- A. 164
- B. 148
- C. 188
- D. 196

39. What is $42,679 + 31,285$?

- A. 66,568
- B. 73,964
- C. 85,058
- D. 88,756

40. What is $78,304 - 39,628$?

- A. 34,809
- B. 44,477
- C. 46,411
- D. 38,676

41. What is 219×34 ?

- A. 6,702
- B. 8,562
- C. 8,935
- D. 7,446

42. What is 9,384 divided by 46?

- A. 204
- B. 184
- C. 234
- D. 244

43. What is $24 + 8 \times (10 - 6) / 4$?

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

44. What is $(22 - 9) \times 4 + 16$?

- A. 62
- B. 68
- C. 78
- D. 81

45. What is $60 / 10 + 6 \times (8 - 5)$?

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

46. What is $39 - 5 \times (6 + 2) / 8$?

- A. 31

- B. 39
- C. 40
- D. 34

47. What is $(18 + 7) \times 3 - 21 \div 7$?

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

48. What is $\frac{3}{4} + \frac{1}{6}$?

- A. $\frac{12}{12}$
- B. $\frac{11}{12}$
- C. $\frac{11}{13}$
- D. $\frac{12}{11}$

49. What is $\frac{9}{10} - \frac{1}{4}$?

- A. $\frac{14}{20}$
- B. $\frac{13}{20}$
- C. $\frac{13}{21}$
- D. $\frac{20}{13}$

50. What is $\frac{4}{9} \times \frac{3}{8}$?

- A. $\frac{2}{6}$
- B. $\frac{1}{7}$
- C. $\frac{1}{6}$
- D. $\frac{6}{1}$

51. What is $11/12$ divided by $11/6$?

- A. $2/2$
- B. $1/3$
- C. $2/1$
- D. $1/2$

52. What is $4/7 - 1/3$?

- A. $5/21$
- B. $6/21$
- C. $5/22$
- D. $21/5$

53. What is 32% of 680?

- A. 195.84
- B. 217.60
- C. 239.36
- D. 227.60

54. A value increases from 225 to 270. What is the percent increase?

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

55. A value decreases from 500 to 400. What is the percent decrease?

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

56. 261 is what percent of 435?

- A. 55%
- B. 65%
- C. 70%
- D. 60%

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

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

58. What is 23% of 580?

- A. 133.40
- B. 120.06
- C. 146.74
- D. 143.40

59. What is 30% expressed as a fraction in lowest terms?

- A. $\frac{4}{10}$

- B. $\frac{3}{10}$
- C. $\frac{3}{11}$
- D. $\frac{10}{3}$

60. What is the average of 69, 84, 57, and 90?

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

61. Four numbers average 74. Three of them are 66, 81, and 70. What is the fourth number?

- A. 72
- B. 90
- C. 79
- D. 94

62. What is the ratio 60:80 expressed in simplest form?

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

63. Solve the proportion: $\frac{7}{10} = \frac{x}{80}$. What is x?

- A. 51
- B. 64
- C. 67
- D. 56

64. A \$4,400 surplus is divided in a 3:5 ratio between two departments. What is the larger share?

- A. \$2,475.00
- B. \$2,750.00
- C. \$3,025.00
- D. \$2,760.00

65. A weighted average combines a score of 90 with a weight of 0.45 and a score of 82 with a weight of 0.55. What is the weighted average?

- A. 77.04
- B. 85.6
- C. 94.16
- D. 102.72

66. Store A sells 4 items for \$28.00. Store B sells 9 items for \$47.25. Which store has the lower per-item price?

- A. Store A (\$7.00)
- B. Store B (\$7.00)
- C. Store A (\$5.25)
- D. Store B (\$5.25)

67. Twelve clerks working together process 780 forms in 12 hours. What is the combined processing rate per hour?

- A. 65 forms per hour
- B. 58 forms per hour
- C. 72 forms per hour
- D. 78 forms per hour

68. An office orders 20 boxes of printer paper at \$19.75 per box. The vendor applies a 12 percent volume discount to the order total, and a flat \$18.00 shipping fee is added afterward. What is the total amount paid?

- A. \$329.04
- B. \$402.16
- C. \$365.60
- D. \$375.60

69. A purchase totals \$310.00 before tax. A 7 percent sales tax applies. What is the total amount due?

- A. \$298.53
- B. \$331.70
- C. \$364.87
- D. \$341.70

70. A \$155.00 item is marked 45 percent off. After the discount, a 6 percent sales tax applies to the sale price. What is the total paid?

- A. \$90.37
- B. \$81.33
- C. \$99.41
- D. \$100.37

71. An office buys 18 reams of paper at \$8.40 each. A 30 percent bulk discount applies to the order. What is the total cost?

- A. \$95.26
- B. \$116.42
- C. \$115.84

D. \$105.84

72. An invoice totals \$590.00. A 6 percent early-payment discount applies. What amount is actually paid?

A. \$499.14

B. \$610.06

C. \$554.60

D. \$564.60

73. A \$2,700 surplus is split evenly three ways among three departments. One department's share is then increased by an additional flat \$110.00 bonus. What is that department's total share?

A. \$909.00

B. \$1,010.00

C. \$1,111.00

D. \$1,020.00

74. An employee's monthly salary of \$3,900.00 is prorated for 20 of the month's 30 days worked. What is the prorated amount?

A. \$2,340.00

B. \$2,860.00

C. \$2,600.00

D. \$2,610.00

75. A department buys a \$70.00 filing cabinet and \$41.00 in supplies. An 8 percent sales tax applies to the combined total. What is the total amount paid?

A. \$107.89

B. \$131.87

- C. \$129.88
- D. \$119.88

76. This year, a department's expenses were \$299,000, which is 15 percent more than last year's expenses. What were last year's expenses?

- A. \$260,000.00
- B. \$234,000.00
- C. \$286,000.00
- D. \$260,010.00

77. 45 is what percent of 180?

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

78. A department's spending rose from \$180,000 to \$225,000. What is the percent increase?

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

79. A value is multiplied by 8, and then that result is increased by an additional 20 percent. What single multiplier applied to the original value produces the same final result?

- A. 8.64
- B. 10.56
- C. 11.60

D. 9.6

80. Department A has spent \$105,000 of its \$150,000 budget. Department B has spent \$84,000 of its \$140,000 budget. Which department has used a higher percentage of its budget?

- A. Department B (60%)
- B. Department A (60%)
- C. Department A (70%)
- D. Department B (70%)

81. A shipment holds 58 units. A larger shipment holds half again as much. How many units does the larger shipment hold?

- A. 79
- B. 87
- C. 100
- D. 104

82. A clerk begins work at 12:40 PM and finishes at 5:05 PM, taking a single 30-minute break somewhere in between. How many minutes of actual working time were logged?

- A. 212 minutes
- B. 258 minutes
- C. 282 minutes
- D. 235 minutes

83. Two clerks working together process 300 forms in 5 hours. Clerk A alone processes 51 forms per hour. How many forms per hour does Clerk B process alone?

- A. 9 forms per hour
- B. 8 forms per hour

- C. 10 forms per hour
- D. 11 forms per hour

84. A printer produces 46 pages per minute for 15 minutes, then slows to 29 pages per minute for 10 minutes. How many total pages were printed?

- A. 882 pages
- B. 1,078 pages
- C. 980 pages
- D. 1,176 pages

85. A delivery truck travels 360 miles in 9 hours at a constant speed. What is its rate in miles per hour?

- A. 40 mph
- B. 36 mph
- C. 44 mph
- D. 48 mph

86. A meeting begins at 6:50 AM and lasts 165 minutes. Expressed as minutes past midnight, when does the meeting end?

- A. 518 minutes past midnight (9:35 AM)
- B. 632 minutes past midnight (9:35 AM)
- C. 575 minutes past midnight (9:35 AM)
- D. 690 minutes past midnight (9:35 AM)

87. Three clerks typing together produce a combined 230 words per minute. Clerk 1 types 77 words per minute and Clerk 2 types 82 words per minute. What is Clerk 3's typing rate?

- A. 64 words per minute
- B. 71 words per minute

- C. 78 words per minute
- D. 85 words per minute

88. A customer pays with a \$65.00 bill for a purchase totaling \$48.30. How much change is due?

- A. \$15.03
- B. \$18.37
- C. \$21.70
- D. \$16.70

89. 10,920 items must be divided evenly among 60 storage bins. How many items go in each bin?

- A. 164 items per bin
- B. 200 items per bin
- C. 182 items per bin
- D. 218 items per bin

90. A \$1,440.00 invoice must be split evenly among 11 departments. However, 5 of those departments already paid a flat \$30.00 each in advance, separate from their equal share. How much does each of the remaining 6 departments now owe?

- A. \$215.00
- B. \$193.50
- C. \$236.50
- D. \$225.00

91. A department has 80 employees, 23 of whom work part-time. The department's total annual payroll is \$3,750,000. The department plans to hire 16 more full-time employees. How many total employees will the department have after the new hires?

- A. 112 employees

- B. 80 employees
- C. 67 employees
- D. 96 employees

92. A clerk processes forms at a steady rate of 35 forms per hour. How many forms are processed in 8.5 hours?

- A. 267.75 forms
- B. 297.5 forms
- C. 327.25 forms
- D. 357.00 forms

93. An account starts with a balance of \$7,900.00. Six deposits of \$160.00 each are made, and five withdrawals of \$215.00 each occur. What is the ending balance?

- A. \$7,006.50
- B. \$8,563.50
- C. \$7,785.00
- D. \$7,795.00

94. A delivery van holds 18 boxes per trip. A department has 247 boxes that must be moved. What is the minimum number of van trips needed to move all the boxes?

- A. 13 trips
- B. 15 trips
- C. 17 trips
- D. 14 trips

95. A cleaning formula uses 6 cups of concentrate for every 21 gallons of solution. How many cups of concentrate are needed for 7 gallons?

- A. 1.5 cups
- B. 2 cups
- C. 2.5 cups
- D. 3 cups

96. A \$2,100.00 bonus pool is split between two teams in a 5:9 ratio. What is the larger team's share?

- A. \$1,350.00
- B. \$1,215.00
- C. \$1,485.00
- D. \$1,360.00

97. A records clerk starts with 580 files to process and completes 19 files per day for 17 days. How many files remain unprocessed?

- A. 257 files
- B. 231 files
- C. 283 files
- D. 308 files

98. An exam contains 150 questions to be completed within a 240-minute time limit. At an even pace, how many minutes are available per question?

- A. 1.44 minutes per question
- B. 1.76 minutes per question
- C. 3.60 minutes per question
- D. 1.6 minutes per question

99. A copier costs \$0.062 per page to operate. If it prints 4,100 pages, what is the total operating cost?

- A. \$228.78

- B. \$279.62
- C. \$254.20
- D. \$264.20

100. An employee worked 56 hours in one week. Regular pay is \$20.00 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. \$1,152.00
- B. \$1,280.00
- C. \$1,408.00
- D. \$1,290.00

Practice Exam 11: Answer Key and Explanations

- 1. A** — All four surnames begin with 'Kes'; the fourth letter decides the order immediately at that shared position. Kesler's fourth letter is 'l', which precedes 's' shared by Kessler, Kessling, and Kessner at that same position. Because 'l' is the earliest letter among these four surnames, Kesler, Odell is filed first among this group.
- 2. B** — Braxton diverges earliest at the fourth letter with 'x', while Brainerd, Braithwait, and Braithwaite all share the letter 'i' at that same shared position instead. Among those three, Brainerd's fifth letter 'n' precedes the 't' shared by both Braithwait entries. Brainerd, Uzo is filed first among these four similar surnames.
- 3. D** — 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.
- 4. C** — 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.
- 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 4, 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. D — Comparing each entry's source value against its data-entry record character by character shows that Entry 4 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.

7. A — Scanning the string left to right and checking each occurrence of '1' for an immediately following '8' 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.

8. C — Scanning the string left to right and checking each occurrence of '6' for an immediately following '3' 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.

9. B — All four surnames begin with 'Fen'; the fourth letter splits them: Fennell and Fenner both have 'n', which precedes 's' in Fenske and 'w' in Fenwick at that same position. Between Fennell and Fenner, the sixth letter decides: Fennell's 'l' precedes Fenner's 'r'. Fennell, Amara is filed first among this entire group.

10. D — All four surnames begin with 'Over'; the fifth letter decides the order immediately at that shared position. Overby's fifth letter is 'b', which precedes 'h' shared by Overholser and Overholt, and 'm' in Overman at that same position. Because 'b' is the earliest letter among these four surnames, Overby, Bea is filed first.

11. C — 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.

12. 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.

13. D — Comparing each entry's source value against its data-entry record character by character shows that Entry 4 contains the discrepancy: the two values differ at character position 4, 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 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.

15. B — Scanning the string left to right and checking each occurrence of '4' for an immediately following '7' 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.

16. A — Scanning the string left to right and checking each occurrence of '9' 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. B — All four surnames begin with 'Tav'; the fourth letter splits them into two groups: Tavares and Tavarez share 'a', while Taveras and Tavernier share 'e', and 'a' precedes 'e' alphabetically at that position. Between Tavares and Tavarez, the seventh letter decides: Tavares's 's' precedes Tavarez's 'z'. Tavares, Cass is filed first.

18. C — All four surnames begin with 'Lind'; the fifth letter decides the order immediately at that shared position. Lindeman's fifth letter is 'e', which precedes 'g' in Lindgren, 'q' in Lindquist, and 's' in Lindsey at that same position. Because 'e' is the earliest letter among these four surnames, Lindeman, Ruby is filed first.

19. 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.

20. 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.

21. D — Comparing each entry's source value against its data-entry record character by character shows that Entry 4 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.

22. 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 8, 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. B — Scanning the string left to right and checking each occurrence of '3' for an immediately following '5' 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.

24. C — Scanning the string left to right and checking each occurrence of '8' for an immediately following '6' 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. D — All four surnames begin with 'Broad'; the sixth letter decides the order immediately at that shared position. Broadbent's sixth letter is 'b', which precedes 'd' in Broaddus, 'h' in Broadhurst, and 'w' in Broadway at that same position. Because 'b' is the earliest letter among these four surnames, Broadbent, Kai is filed first.

26. B — Castell's name ends immediately after the seventh letter, while Castellano, Castellanos, and Castellow all continue further with additional letters beyond that same exact point in the surname. Because nothing precedes something in alphabetical order, the shortest surname, Castell, is filed first among these four similar surnames sharing a common root.

27. A — 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.

28. C — 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.

29. B — Scanning the string left to right and checking each occurrence of '2' for an immediately following '4' 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.

30. A — Scanning the string left to right and checking each occurrence of '5' for an immediately following '9' 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. C — All four surnames begin with 'Under'; the sixth letter decides the order immediately at that shared position. Underdahl's sixth letter is 'd', which precedes 'h' in Underhill, 'k' in Underkoffler, and 'm' in Undermeyer at that same position. Because 'd' is the earliest letter among these four surnames, Underdahl, Perry is filed first.

32. D — All four surnames begin with 'Wis'; the fourth letter decides the order immediately at that shared position. Wischmann's fourth letter is 'c', which precedes 'e' shared by Wisecup and Wisenberg,

and 'n' in Wisniewski at that same position. Because 'c' is the earliest letter among these four surnames, Wischmann, Kade is filed first.

33. C — 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. 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.

35. A — 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 11,275. 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. D — 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 4,575, verified by adding the result back to 4,159 to confirm it returns exactly 8,734.

37. C — Breaking 53 into 50 and 3 simplifies the multiplication: 67 times 50 is 3,350, and 67 times 3 is 201. Adding these two partial products, 3,350 plus 201, gives 3,551. Splitting a two-digit multiplier into friendlier round pieces before multiplying reduces the chance of a place-value slip in either product.

38. A — 40 divides into 6,560 evenly: 40 times 160 is 6,400, leaving a remainder of 160; 40 times 4 is 160 exactly. Combining 160 and 4 gives a quotient of 164 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 73,964 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 78,304, 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 38,676, verified against the original starting value of 78,304 by adding back.

41. D — Breaking 34 into 30 and 4 simplifies this multiplication: 219 times 30 is 6,570, and 219 times 4 is 876. Adding these two partial products, 6,570 plus 876, gives 7,446. This decomposition avoids a single long multiplication pass and reduces the chance of a place-value slip in either partial product.

42. A — 46 divides evenly into 9,384: 46 times 200 is 9,200, leaving a remainder of 184; 46 times 4 is 184 exactly. Combining 200 and 4 gives a quotient of 204 with no remainder left over. Verifying by multiplying 204 by 46 confirms it returns exactly 9,384, checking the division was correct.

43. C — Following the order of operations: parentheses first gives 10 minus 6 equals 4. Multiplication and division resolve left to right next: 8 times 4 is 32, then 32 divided by 4 is 8. Finally, 24 plus 8 equals 32. Performing addition before finishing the multiplication and division would produce a different result.

44. B — Parentheses are resolved first: 22 minus 9 equals 13. Multiplication comes next in the order of operations: 13 times 4 equals 52. Addition is performed last: 52 plus 16 equals 68. Adding 4 and 16 together before multiplying by 13, ignoring the parentheses grouping entirely, is the error this question catches.

45. C — Parentheses first: 8 minus 5 equals 3. Multiplication and division resolve left to right next: 60 divided by 10 is 6, and 6 times 3 is 18. Addition is performed last: 6 plus 18 equals 24. Both operations in the multiplication and division tier must be completed before the final addition step is applied.

46. D — Parentheses first: 6 plus 2 equals 8. Multiplication and division resolve left to right next: 5 times 8 is 40, then 40 divided by 8 is 5. Subtraction is performed last: 39 minus 5 equals 34. Subtracting before completing the multiplication and division tier would produce a different, incorrect result here.

47. A — Parentheses first: 18 plus 7 equals 25. Multiplication and division resolve left to right next: 25 times 3 is 75, and 21 divided by 7 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. B — Finding a common denominator of 12: $\frac{3}{4}$ becomes $\frac{9}{12}$, and $\frac{1}{6}$ becomes $\frac{2}{12}$, since both 4 and 6 divide evenly into 12. Adding the numerators gives $\frac{9}{12}$ plus $\frac{2}{12}$, which equals $\frac{11}{12}$ exactly. Since 11 and 12 share no common factor other than 1, this fraction is already fully simplified.

49. B — Finding a common denominator of 20: $\frac{9}{10}$ becomes $\frac{18}{20}$, and $\frac{1}{4}$ becomes $\frac{5}{20}$, since both 10 and 4 divide evenly into that shared denominator of 20 exactly. Subtracting the numerators gives $\frac{18}{20}$ minus $\frac{5}{20}$, which equals $\frac{13}{20}$ exactly. Since 13 and 20 share no common factor, this result is already fully simplified.

50. C — Multiplying fractions requires no common denominator at all: multiply the numerators together, 4 times 3 equals 12, and multiply the denominators together, 9 times 8 equals 72, giving $\frac{12}{72}$ before any simplification. Reducing by the greatest common factor of 12 brings this fraction down to $\frac{1}{6}$, the fully simplified final answer.

51. D — Dividing fractions means multiplying by the reciprocal, or flipped version, of the second fraction: $\frac{11}{12}$ divided by $\frac{11}{6}$ becomes $\frac{11}{12}$ times $\frac{6}{11}$, which equals $\frac{66}{132}$ after multiplying numerators and denominators separately together. Simplifying by the greatest common factor of 66 gives $\frac{1}{2}$, the fully reduced form of this final answer.

52. A — Finding a common denominator of 21: $\frac{4}{7}$ becomes $\frac{12}{21}$, and $\frac{1}{3}$ becomes $\frac{7}{21}$, since both 7 and 3 divide evenly into that shared denominator of 21 exactly. Subtracting the numerators gives $\frac{12}{21}$ minus $\frac{7}{21}$, which equals $\frac{5}{21}$ exactly. Since 5 and 21 share no common factor, this result is already fully simplified.

53. B — Converting 32 percent to its decimal form, 0.32, and multiplying by 680 gives 217.60 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. C — The amount of change is 270 minus 225, which equals 45. Dividing that change by the original value, 45 divided by 225, gives 0.20, or a 20 percent increase overall. The original, smaller value of 225 is always the denominator in a percent-increase calculation, never the new, larger resulting value of 270.

55. A — The amount of change is 500 minus 400, which equals 100. Dividing that change by the original value, 100 divided by 500, gives 0.20, or 20 percent. Using the smaller, new value of 400 as the denominator instead of the original 500 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 261 by 435 gives 0.60, or 60 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. C — 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. A — Converting 23 percent to its decimal form, 0.23, and multiplying by 580 gives 133.40 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. B — Writing 30 percent over 100 gives $\frac{30}{100}$ as a starting fraction before any simplification takes place. Dividing both the numerator and denominator by their greatest common factor, 10, simplifies this to $\frac{3}{10}$. Confirming by converting $\frac{3}{10}$ back to a decimal, 3 divided by 10 equals 0.30, verifies the conversion is correct and fully reduced.

60. D — Adding all four values gives 69 plus 84 plus 57 plus 90, which equals 300. Dividing that sum by 4, the count of values, gives an average of 75. 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. C — The required total for all four numbers is the average times the count: 74 times 4 equals 296. The three known numbers sum to 66 plus 81 plus 70, which equals 217. Subtracting, 296 minus 217,

gives 79 as the required fourth number, reversing the average formula rather than averaging the three known values.

62. A — The greatest common factor of 60 and 80 is 20. Dividing both terms of the ratio by 20 gives 3 to 4. 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. D — Cross-multiplying gives 7 times 80 equals 10 times x , so 560 equals $10x$. Dividing both sides by 10 gives x equals 56. 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 that extra step.

64. B — The ratio 3 to 5 has 8 total parts once both sides of the ratio are added together. Dividing the \$4,400 surplus by 8 gives \$550.00 per part. The larger share, representing 5 of those parts, is 5 times \$550.00, which equals \$2,750.00, while the smaller department receives the remaining 3 parts, or \$1,650.00.

65. B — Multiplying each score by its weight and summing the results: 90 times 0.45 equals 40.5, and 82 times 0.55 equals 45.1. Adding these weighted contributions, 40.5 plus 45.1, gives a weighted average of 85.6. This differs from a simple average of 90 and 82, which would be 86, since the second score carries more weight.

66. D — Store A's per-item price is \$28.00 divided by 4, which equals \$7.00. Store B's per-item price is \$47.25 divided by 9, which equals \$5.25. Comparing these unit prices directly, Store B offers the lower per-item price at \$5.25, even though Store A's total package price is lower than Store B's total package price by comparison.

67. A — Dividing the total forms processed by the total hours worked gives the combined hourly rate: 780 forms divided by 12 hours equals 65 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. C — The order subtotal is 20 times \$19.75, which equals \$395.00. A 12 percent discount removes \$47.40, leaving \$347.60. Adding the flat \$18.00 shipping fee gives a final total of \$365.60. The shipping fee is added after the discount, since the discount applies only to the order total, not to shipping.

69. B — Converting 7 percent to its decimal form, 0.07, and multiplying by \$310.00 gives a tax amount of \$21.70. Adding this tax to the original purchase price, \$310.00 plus \$21.70, gives a total amount due of \$331.70. Equivalently, multiplying \$310.00 directly by 1.07 reaches the same total in a single step.

70. A — Applying the 45 percent discount first: \$155.00 times 0.55, representing the 55 percent remaining after the discount, gives a sale price of \$85.25. Applying the 6 percent tax to this reduced price, not the original \$155.00, gives \$85.25 times 1.06, which equals \$90.37. Taxing the original price instead is the error this catches.

71. D — The order subtotal before any discount is 18 times \$8.40, which equals \$151.20. Applying the 30 percent bulk discount means the buyer pays 70 percent of that subtotal: \$151.20 times 0.70 equals

\$105.84. Calculating the discount amount separately as \$45.36 and subtracting it from \$151.20 reaches the same final total.

72. C — A 6 percent discount means the payer keeps 94 percent of the invoice total. Multiplying \$590.00 by 0.94 gives \$554.60. This is equivalent to calculating 6 percent of \$590.00, which is \$35.40, and subtracting it from the original invoice: \$590.00 minus \$35.40 also gives \$554.60, confirming the calculation both ways.

73. B — Splitting \$2,700 evenly three ways gives \$900.00 per department, calculated as \$2,700 divided by 3 equally. Adding the additional flat \$110.00 bonus to one department's equal share, \$900.00 plus \$110.00, gives that specific department a total share of \$1,010.00, while the other two departments each keep their original \$900.00 share.

74. C — Prorating means paying the fraction of the full salary corresponding to days actually worked: 20 out of 30 days, or $\frac{2}{3}$ of the month. Multiplying \$3,900.00 by 20 and dividing by 30 gives \$2,600.00. This is the same as multiplying the full salary by the fraction $\frac{2}{3}$, since $\frac{20}{30}$ simplifies to $\frac{2}{3}$.

75. D — The combined pre-tax total is \$70.00 plus \$41.00, which equals \$111.00. Applying 8 percent tax to this combined total, \$111.00 times 1.08, gives a final amount of \$119.88. Calculating tax on the combined total, rather than taxing each item separately and adding the results, produces the same correct final figure.

76. A — 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 \$299,000 by 1.15 gives \$260,000.00 exactly. Subtracting 15 percent of \$299,000 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 45 by 180 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. B — The amount of change is \$225,000 minus \$180,000, which equals \$45,000. Dividing that change by the original, smaller value, \$45,000 divided by \$180,000, gives exactly 0.25, or a 25 percent increase overall. The original starting value of \$180,000 is always the denominator in a percent-increase calculation, never the ending value.

79. D — Multiplying a value by 8 is a straightforward scaling step. Increasing that result by 20 percent means multiplying again by 1.20. Combining both operations into a single multiplier means multiplying 8 by 1.20, which equals 9.6. Applying 9.6 directly to the original value produces the same final result as performing both steps in sequence.

80. C — Department A has used \$105,000 divided by \$150,000, which equals exactly 70 percent of its budget. Department B has used \$84,000 divided by \$140,000, which equals exactly 60 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. B — 'Half again as much' means the original amount plus half of it again, not half of the original amount. Calculating half of 58 gives 29, and adding that to the original 58 gives 87, equivalent to multiplying 58 by 1.5 directly. Interpreting 'half again' as simply half of 58, or 29, is the misreading this catches.

82. D — The total elapsed time from 12:40 PM to 5:05 PM is 4 hours and 25 minutes, or 265 minutes, converting both times to minutes past midnight before subtracting to avoid errors crossing the noon boundary. Subtracting the 30-minute break from this total, 265 minus 30, gives 235 minutes of actual working time.

83. A — The combined rate for both clerks together is 300 forms divided by 5 hours, which equals 60 forms per hour. Subtracting Clerk A's known individual rate of 51 forms per hour from this combined rate, 60 minus 51, gives Clerk B's individual rate of 9 forms per hour working alone, isolating the unknown contribution.

84. C — During the first phase, the printer produces 46 pages per minute for 15 minutes, totaling 690 pages. During the second phase, it produces 29 pages per minute for 10 minutes, totaling 290 pages. Adding both phases together, 690 plus 290, gives a combined total of 980 pages printed across the full period.

85. A — Dividing the total distance traveled by the total time taken gives the constant rate: 360 miles divided by 9 hours equals 40 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. C — 6:50 AM converts to 410 minutes past midnight, since 6 full hours equals 360 minutes plus an additional 50 minutes. Adding the 165-minute meeting length, 410 plus 165, gives 575 minutes past midnight. Converting this back into clock time confirms the meeting ends at 9:35 AM, well before the noon hour boundary is reached.

87. B — Subtracting the two known individual rates from the combined total rate isolates the unknown third rate: 230 minus 77 minus 82 equals 71 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. D — Subtracting the purchase total from the amount tendered gives the change due: \$65.00 minus \$48.30 equals \$16.70. 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 \$16.70 does relative to \$65.00 and \$48.30.

89. C — Dividing the total items by the number of bins gives the amount per bin: 10,920 divided by 60 equals exactly 182, with no remainder. Verifying by multiplying 182 by 60 and confirming it returns exactly 10,920 checks that every item was accounted for correctly with none left undistributed or double-counted anywhere.

90. A — The prepaid amount is 5 departments times \$30.00, which equals \$150.00. Subtracting this from the full invoice, \$1,440.00 minus \$150.00, leaves \$1,290.00 owed by the remaining 6 departments.

Dividing that remaining balance by 6, not the full invoice by 11, gives \$215.00 owed by each of the 6 remaining departments.

91. D — Only two details in this problem are relevant to the question asked: the current employee count of 80, and the 16 new hires being added. Adding these, 80 plus 16, gives 96 total employees. The part-time headcount of 23 and the \$3,750,000 payroll figure are real details but play no role in answering a question about total headcount.

92. B — Multiplying the hourly rate by the number of hours worked gives the total forms processed: 35 forms per hour times 8.5 hours equals 297.5 forms. Breaking 8.5 hours into 8 full hours (280 forms) plus a half hour (17.5 forms) and adding them, 280 plus 17.5, confirms the same total of 297.5 forms.

93. C — The six deposits total 6 times \$160.00, which equals \$960.00. The five withdrawals total 5 times \$215.00, which equals \$1,075.00. Starting from the \$7,900.00 opening balance, adding the deposits and subtracting the withdrawals in sequence, \$7,900.00 plus \$960.00 minus \$1,075.00, produces a final ending balance of \$7,785.00, just below the starting figure.

94. D — Dividing 247 by 18 gives 13 with a remainder of 13, meaning 13 full trips move 234 boxes, leaving 13 boxes still needing to be moved. Since a partial trip is still a full trip in practice, a 14th trip is required for those remaining 13 boxes, making 14 the minimum number of trips needed, not 13.

95. B — Setting up a proportion, 6 cups over 21 gallons equals x cups over 7 gallons, and cross-multiplying gives 6 times 7 equals 21 times x , so 42 equals $21x$. Dividing both sides by 21 gives x equals 2 cups of concentrate needed to scale the formula down to 7 gallons of solution.

96. A — The ratio 5 to 9 has 14 total parts when added together. Dividing \$2,100.00 by 14 gives \$150.00 per part. The larger team's share, representing 9 of those parts, is 9 times \$150.00, which equals \$1,350.00, while the smaller team receives the remaining 5 parts, or \$750.00 of the total pool.

97. A — Files completed over the 17-day period at a rate of 19 per day total 19 times 17, which equals 323 files completed. Subtracting the completed files from the original starting total of 580, 580 minus 323, leaves exactly 257 files still remaining to be processed once the 17-day period covered by this problem ends.

98. D — Dividing the total time limit by the total number of questions gives the average time available per question: 240 minutes divided by 150 questions equals exactly 1.6 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. C — Multiplying the per-page operating cost by the total number of pages printed gives the total cost: \$0.062 times 4,100 equals \$254.20 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. B — Regular pay for the first 40 hours is 40 times \$20.00, which equals \$800.00. The remaining 16 hours are paid at the overtime rate of \$20.00 times 1.5, or \$30.00 per hour, giving 16 times \$30.00,

which equals \$480.00. Adding regular and overtime pay, \$800.00 plus \$480.00, gives a total weekly pay of \$1,280.00.