PRACTICE EXAM 21: OFFICE ASSISTANT CLERICAL SKILLS SIMULATION (100 QUESTIONS)

This independent practice exam contains 100 questions covering reading and written communication, filing and records, arithmetic, spreadsheets, scheduling, and office judgment. Use 90 minutes as a pacing target unless your hiring authority gives different instructions. The allocation is editorial and no universal passing score or format applies to every office assistant examination. Work from the information supplied, mark units and conditions, and follow your current examination notice.

1. A memo from Westfield Clerk Station says requests received after 3:00 p.m. move to the next business day; urgent requests require supervisor approval. What is the memo's main operational point?

A. Every request should be processed immediately
B. Only supervisors may file requests
C. Late requests need next-day handling unless approved urgent
D. Urgent requests can skip documentation

2. Which revision most clearly tells Westfield Clerk Station staff to send the signed form to Records by 4 p.m. Friday?

A. Please handle the form soon
B. Send the signed form to Records by 4 p.m. Friday
C. Records may receive the signed form
D. The form should probably go to Records

3. A message asks a manager to approve a supply order for Westfield Clerk Station before Thursday noon. Which subject line is most useful?

A. Question about supplies
B. Supply order for review

C. Please review Thursday deadline

D. Approval needed: supply order by Thursday noon

4. At Westfield Clerk Station, a log shows 18 requests opened, 11 closed, and 3 waiting for customer information. What can be concluded from the log?

A. Four requests are open without that listed hold

B. All four are overdue

C. Three requests were closed incorrectly

D. The log proves no request needs review

5. A supervisor's instruction for Westfield Clerk Station lists four steps: verify the identifier, scan the form, name the file, and route it. Which action should come first?

A. Route the file

B. Verify the identifier

C. Name the file

D. Scan the form

6. At Westfield Clerk Station, a coworker missed a deadline because a shared folder was unavailable. Which reply uses a neutral, useful tone?

A. Document the outage and request access

B. You missed the planning step

C. That explanation is not accepted

D. The folder works for everyone

7. At Westfield Clerk Station, a note says a caller left a name and callback number but gives no account identifier. Which statement is unsupported?

A. A callback number was recorded

B. An identifier is still needed
C. The note lacks an account identifier
D. The caller's account has been verified

8. At Westfield Clerk Station, which sentence is grammatically correct for a status report?

A. The files was scanned, indexed, and stored.
B. The files were scan, indexed, and stored.
C. The files were scanned, indexed, and stored.
D. The files were scanned, indexing, and stored.

9. Which sentence is the clearest concise update about Westfield Clerk Station's inventory count?

A. Inventory count completed; 12 items need review
B. The inventory count was something that we completed today
C. We did the count and there are some items
D. There was an inventory count that happened

10. A manager writes, 'Please confirm whether Westfield Clerk Station received the revised schedule.' What is the manager requesting?

A. A new schedule draft
B. Permission to cancel the schedule
C. Confirmation of receipt
D. A list of all employees

11. At Westfield Clerk Station, a form is missing the approving manager's signature. What is the best follow-up?

A. File it as approved
B. Delete the unsigned form

C. Guess the manager's approval
D. Ask the manager to review and sign the form

12. At Westfield Clerk Station, a procedure says routine requests use Queue A, except requests involving an active outage use Queue B. Which request belongs in Queue B?

A. A routine address update
B. A request reporting an active outage
C. A routine supply request
D. A routine filing question

13. At Westfield Clerk Station, which log entry is most objective after a caller disputes a fee?

A. Fee disputed; invoice 4821 sent to Billing
B. Caller disputed the fee
C. Caller misunderstood the policy
D. Caller caused a difficult call

14. At Westfield Clerk Station, a new instruction says urgent requests go to the supervisor, while an older note says all requests go to the general queue. Which instruction controls?

A. The older note in every case
B. Whichever instruction is easier
C. The newer urgent-request instruction
D. Both instructions at the same time

15. At Westfield Clerk Station, a reminder is addressed to staff who enter purchase orders. Who is its intended audience?

A. Every customer
B. Purchase-order entry staff

C. Only outside vendors
D. Visitors to the office

16. At Westfield Clerk Station, a report states that 9 of 12 invoices were matched and the remaining 3 await vendor detail. Which statement is supported?

A. All invoices are incorrect
B. Nine vendors failed to respond
C. No invoice can be paid
D. Three invoices still await vendor detail

17. At Westfield Clerk Station, which sentence uses capitalization and punctuation correctly?

A. The records unit meets on monday.
B. The Records unit meets on Monday
C. The records Unit meets on Monday.
D. The Records Unit meets on Monday.

18. An instruction says verify the request number, then attach the receipt, then notify Westfield Clerk Station. What should the clerk do after verification?

A. Notify the unit
B. Close the request
C. Attach the receipt
D. Create a new request

19. At Westfield Clerk Station, a scheduling email includes a room number, a date, a start time, and a decorative greeting. Which detail is least relevant when checking the booking?

A. The room number
B. The decorative greeting

C. The date
D. The start time

20. Which proofreading pass is most useful before sending Westfield Clerk Station's appointment list?

A. Compare names, dates, times, and rooms
B. Read only the first sentence
C. Change every abbreviation
D. Check the friendly tone

21. Using the stated key surname then given name, which order is correct for Westfield Clerk Station files?

A. Garcia, Luis; Garcia, Ana; Garner, Mei
B. Garcia, Ana; Garcia, Luis; Garner, Mei
C. Garner, Mei; Garcia, Ana; Garcia, Luis
D. Garcia, Ana; Garner, Mei; Garcia, Luis

22. At Westfield Clerk Station, which list is in ascending numeric order?

A. 1048; 1102; 1053; 1110
B. 1053; 1048; 1102; 1110
C. 1048; 1053; 1102; 1110
D. 1110; 1102; 1053; 1048

23. At Westfield Clerk Station, which list is in chronological order from earliest to latest?

A. March 4, 2025; November 19, 2025; January 8, 2026
B. January 8, 2026; March 4, 2025; November 19, 2025
C. November 19, 2025; March 4, 2025; January 8, 2026
D. March 4, 2025; January 8, 2026; November 19, 2025

24. At Westfield Clerk Station, which record best matches a request for Jordan Lee, identifier 4021, dated May 6?

A. Jordan Lee; ID 40021; May 7
B. Jordan Lee; ID 40022; May 6
C. Jordan Li; ID 40021; May 6
D. Jordan Lee; ID 40021; May 6

25. The approved Westfield Clerk Station procedure says the current copy is version 4 dated June 2. Which file should be used?

A. Version 3 dated May 28
B. Version 4 dated May 20
C. An undated draft
D. Version 4 dated June 2

26. At Westfield Clerk Station, two files are named Taylor Morgan. Which field most safely separates them?

A. Their unique record identifiers
B. The color of the folders
C. The order in which they arrived
D. A guess based on initials

27. At Westfield Clerk Station, a filing rule says ignore the article 'The' when alphabetizing organization names. Where should The Harbor Group be filed?

A. Under T for The Harbor Group
B. Under G for Group
C. Under H for Harbor Group

D. At the end of the file

28. At Westfield Clerk Station, a cross-reference card says the active contract is filed under the vendor number. What should the clerk record on the card?

A. Only the vendor's nickname
B. The vendor number and the contract location
C. A new contract number
D. The clerk's opinion of the vendor

29. At Westfield Clerk Station, a customer changes a surname after marriage. What is the best indexing action?

A. Erase the former name everywhere
B. Create an unrelated duplicate file
C. Update the active name and retain the authorized cross-reference
D. Use only the former name

30. A request ledger for Westfield Clerk Station starts with 86 open items. During the day, 29 close and 17 new items arrive. How many remain open?

A. 58 items
B. 92 items
C. 132 items
D. 74 items

31. At Westfield Clerk Station, on July 1, 2026, a written rule keeps closed purchase files four years after final payment. Which file remains within that period?

A. A file paid on June 30, 2022
B. A file paid on August 10, 2022

C. A file paid on July 1, 2021
D. A file paid on May 15, 2020

32. At Westfield Clerk Station, which missing field most prevents a clerk from matching a payment to the correct invoice?

A. The invoice number
B. The paper color
C. The sender's preferred font
D. The time the envelope was opened

33. At Westfield Clerk Station, a report must be sorted first by project code and then by request date within each project. What is the correct first comparison?

A. Request date across all projects
B. Project code
C. Requester mood
D. Page length

34. At Westfield Clerk Station, which check best detects a transposed digit in a record number?

A. Read only the last digit
B. Sort by folder color
C. Assume similar numbers match
D. Compare each digit with the source

35. At Westfield Clerk Station, which set of fields makes a useful intake log entry?

A. Requester nickname and paper color
B. Only the clerk's initials
C. Date, requester, identifier, action, and status

D. A summary with no identifier

36. At Westfield Clerk Station, a coworker asks for a file but cannot show an authorized assignment. What should the clerk do first?

A. Check the access procedure or supervisor instruction
B. Send the file immediately
C. Post it in a shared chat
D. Guess that the request is authorized

37. At Westfield Clerk Station, a count sheet lists 14 completed, 6 pending, and 3 returned items. What is the total represented?

A. 17 items
B. 23 items
C. 20 items
D. 26 items

38. At Westfield Clerk Station, before closing a file, which action best supports a complete record?

A. Remove the last note
B. Rename it without recording the change
C. Close it because the folder looks full
D. Confirm the final action, status, and location

39. At Westfield Clerk Station, which label most clearly distinguishes a draft from an approved document?

A. Draft - pending review
B. Final - approved
C. Approved copy

D. Current official version

40. At Westfield Clerk Station, which audit-trail entry is strongest?

A. Lee handled the request that day
B. Status changed at an unknown time
C. June 8, 2:10 p.m.; Lee changed status
D. Closed because it seemed finished

41. Westfield Clerk Station receives 18 folders Monday, 27 Tuesday, and 15 Wednesday. How many folders arrive in all?

A. 52 folders
B. 48 folders
C. 72 folders
D. 60 folders

42. At Westfield Clerk Station, a supply budget is $420 and $175 has been spent. What balance remains?

A. $245
B. $255
C. $595
D. $175

43. At Westfield Clerk Station, a clerk processes 14 forms in each of 6 batches. How many forms are processed?

A. 20 forms
B. 74 forms
C. 84 forms

D. 96 forms

44. At Westfield Clerk Station, a 240-page packet is divided equally among 6 reviewers. How many pages does each receive?

A. 36 pages
B. 40 pages
C. 46 pages
D. 144 pages

45. At Westfield Clerk Station, a queue has 18 urgent files out of 72 total. What percentage is urgent?

A. 25%
B. 20%
C. 30%
D. 40%

46. At Westfield Clerk Station, a weekly workload rises from 80 to 92 items. What is the percentage increase relative to the original workload?

A. 12%
B. 15%
C. 20%
D. 115%

47. At Westfield Clerk Station, a backlog falls from 150 to 120 items. What is the percentage decrease?

A. 25%
B. 30%
C. 20%
D. 80%

48. At Westfield Clerk Station, a $250 order receives an 8% discount. What is the discount amount?

A. $18
B. $32
C. $230
D. $20

49. At Westfield Clerk Station, a taxable subtotal is $160 and the stated tax rate is 7.5%. What total is due?

A. $168
B. $174
C. $172
D. $12

50. At Westfield Clerk Station, a review block lasts 135 minutes. How many hours and minutes is that?

A. 2 hours 25 minutes
B. 1 hour 35 minutes
C. 3 hours 15 minutes
D. 2 hours 15 minutes

51. At Westfield Clerk Station, a clerk completes 96 records in 8 hours. What is the average rate per hour?

A. 10 records per hour
B. 12 records per hour
C. 14 records per hour
D. 16 records per hour

52. At Westfield Clerk Station, a team works 5 days with 7 paid hours per day. How many paid hours are available per person?

A. 35 hours
B. 30 hours
C. 42 hours
D. 12 hours

53. At Westfield Clerk Station, a box holds 24 forms. How many forms are in 7 full boxes?

A. 144 forms
B. 172 forms
C. 31 forms
D. 168 forms

54. At Westfield Clerk Station, use 12 inches = 1 foot. How many inches are in 7 feet?

A. 84 inches
B. 19 inches
C. 72 inches
D. 96 inches

55. At Westfield Clerk Station, a department uses 3.5 reams each week for 4 weeks. How many reams are used?

A. 7 reams
B. 12 reams
C. 14 reams
D. 16 reams

56. At Westfield Clerk Station, a $480 invoice is split equally among 3 cost centers. What amount is assigned to each?

A. $120
B. $160
C. $150
D. $240

57. At Westfield Clerk Station, a schedule has 9 appointments at 25 minutes each. How many minutes are booked?

A. 200 minutes
B. 225 minutes
C. 250 minutes
D. 34 minutes

58. At Westfield Clerk Station, a receipt total is $73.48 and the payment is $100. What change is due?

A. $26.52
B. $26.48
C. $27.52
D. $173.48

59. At Westfield Clerk Station, a clerk reviews 45 files in the morning and 38 in the afternoon, then returns 6 for correction. How many remain accepted?

A. 83 files
B. 89 files
C. 77 files
D. 71 files

60. At Westfield Clerk Station, a monthly target is 360 items and 288 are complete. What percentage is complete?

A. 72%
B. 78%
C. 82%
D. 80%

61. At Westfield Clerk Station, a worksheet lists 18, 24, 31, and 27 completed items. What total should SUM include?

A. 100 items
B. 76 items
C. 94 items
D. 104 items

62. At Westfield Clerk Station, a worksheet lists 12, 16, 20, and 24 minutes. What is the average?

A. 16 minutes
B. 17 minutes
C. 18 minutes
D. 20 minutes

63. At Westfield Clerk Station, which value is the maximum in the set 14, 9, 22, and 18?

A. 9
B. 22
C. 14
D. 18

64. At Westfield Clerk Station, a formula in row 2 is =B2-C2. When copied to row 3 with relative references, what should it become?

A. =B2-C2
B. =B3-C2
C. =B2-C3
D. =B3-C3

65. At Westfield Clerk Station, a rate in cell B1 is used for every row. Which formula keeps B1 fixed while row 4 values change?

A. =C4*B1
B. =C4*B1
C. =C4*$B4
D. =C4*B1

66. At Westfield Clerk Station, a filter is set to show only records with status Pending. What should disappear from view?

A. Every Pending record
B. Records with another status
C. The status column
D. The filter control

67. At Westfield Clerk Station, which sort order places 105, 12, 3, and 42 as numbers from smallest to largest?

A. 105, 42, 12, 3
B. 12, 105, 3, 42
C. 3, 12, 42, 105
D. 3, 42, 12, 105

68. At Westfield Clerk Station, which spreadsheet control best limits a status cell to Open, Pending, or Closed?

A. Data validation with a list
B. A larger font
C. A page break
D. A chart title

69. At Westfield Clerk Station, column C contains paid amounts and column D contains invoice totals. Which expression calculates the paid percentage for row 2?

A. =C2/D2
B. =D2/C2
C. =C2+D2
D. =C2-D2

70. At Westfield Clerk Station, a SUM range is intended to include rows 2 through 8. Which range is correct?

A. B1:B8
B. B2:B7
C. B3:B8
D. B2:B8

71. At Westfield Clerk Station, a cell should display On track when D2 is at least 90 and Review otherwise. Which logic is correct?

A. IF(D2>90, On track, Review)
B. IF(D2>=90, On track, Review)
C. IF(D2<=90, On track, Review)
D. IF(D2=90, Review, On track)

72. At Westfield Clerk Station, a duplicate check should identify repeated employee IDs in a column. Which approach is most direct?

A. Sort by font color only
B. Delete every repeated row
C. Use a duplicate-value check on the ID field
D. Compare unrelated dates

73. At Westfield Clerk Station, which chart best compares the number of requests in several categories?

A. A bar or column chart
B. A map chart for addresses
C. A scatter plot of unrelated dates
D. A paragraph of labels

74. At Westfield Clerk Station, which action protects formulas while allowing data entry in designated cells?

A. Delete all formulas
B. Protect the sheet after unlocking input cells
C. Format every cell as text
D. Hide the worksheet without a rule

75. At Westfield Clerk Station, a ledger shows 38 paid invoices, and a worksheet shows 35. What reconciliation question should come first?

A. Compare the font size first
B. Delete the ledger entries
C. Find the three invoices missing from either source
D. Assume every invoice is wrong

76. At Westfield Clerk Station, a task starts at 9:15 a.m. and takes 45 minutes. When does it finish?

A. 9:45 a.m.
B. 10:15 a.m.
C. 11:00 a.m.
D. 10:00 a.m.

77. At Westfield Clerk Station, a report is due by 3:00 p.m. and takes 50 minutes. If work begins at 2:05 p.m., what is the latest finish time?

A. 2:50 p.m.
B. 3:00 p.m.
C. 3:50 p.m.
D. 2:05 p.m.

78. At Westfield Clerk Station, which task should be scheduled first when scanning cannot begin until identifiers are verified?

A. Archive the finished scan
B. Email the final count
C. Move boxes to storage
D. Verify identifiers

79. At Westfield Clerk Station, a clerk has 3 hours and reviews 12 files per hour. How many files can be reviewed at that rate?

A. 24 files
B. 15 files
C. 36 files
D. 48 files

80. At Westfield Clerk Station, which appointment creates a direct conflict with a meeting from 10:00 to 10:30?

A. An appointment from 10:20 to 10:45
B. An appointment from 9:30 to 10:00
C. An appointment from 10:30 to 11:00
D. An appointment from 11:00 to 11:30

81. At Westfield Clerk Station, a request received Monday has a stated two-business-day turnaround. With no holiday, when is it due?

A. Tuesday
B. Thursday
C. Friday
D. Wednesday

82. At Westfield Clerk Station, four tasks are due at 9:00, 11:00, 10:00, and 1:00. Which should be addressed first when all have equal priority?

A. The task due at 10:00
B. The task due at 9:00
C. The task due at 11:00
D. The task due at 1:00

83. At Westfield Clerk Station, a 30-minute break is included in a 9:00-5:00 shift. How much working time remains?

A. 7 working hours
B. 8 working hours
C. 7.5 working hours
D. 8.5 working hours

84. At Westfield Clerk Station, a coverage plan needs one clerk at the desk continuously. Which assignment meets that requirement?

A. Clerk A 9-12; Clerk B 12-3; Clerk C 3-5
B. Clerk A 9-11; Clerk B 1-3
C. Clerk A 9-5 with no relief when unavailable
D. Clerk A 9-12; Clerk B 2-5

85. At Westfield Clerk Station, a 20-minute task follows a 35-minute approval. If approval begins at 1:10 p.m., when can the task finish?

A. 1:35 p.m.
B. 2:05 p.m.
C. 1:10 p.m.
D. 1:45 p.m.

86. At Westfield Clerk Station, a meeting moves from Tuesday to Thursday, but the room is available only Tuesday. What should be checked first?

A. Delete the meeting without notice
B. Keep the Tuesday room automatically
C. Assume any room will work
D. Whether another approved room is available Thursday

87. At Westfield Clerk Station, a queue has 8 requests and each takes 15 minutes. How much total processing time is needed?

A. 120 minutes
B. 105 minutes
C. 90 minutes
D. 135 minutes

88. At Westfield Clerk Station, which event is the critical dependency before sending a final appointment notice?

A. Choose a decorative font
B. Archive last month's list
C. Confirm the appointment details
D. Rename the printer

89. At Westfield Clerk Station, a cancellation opens a 2:00-2:30 slot. Which request can be placed there without overlap?

A. A 45-minute appointment starting at 1:50
B. A 20-minute appointment starting at 2:00
C. A 40-minute appointment starting at 2:20
D. A 35-minute appointment starting at 2:10

90. At Westfield Clerk Station, a task takes 18 minutes, followed by a 7-minute handoff and a 5-minute check. What total time should be blocked?

A. 25 minutes
B. 29 minutes
C. 30 minutes
D. 35 minutes

91. At Westfield Clerk Station, a caller asks for a coworker's personal phone number. What is the best first response?

A. Provide the number because the caller sounds urgent
B. Post the number in the directory
C. Guess which number is current
D. Use the approved contact method without disclosing the personal number

92. At Westfield Clerk Station, an email containing a sensitive attachment was sent to the wrong internal recipient. What should the clerk do first?

A. Report the misdelivery through the designated channel
B. Delete the message and say nothing
C. Forward it for advice
D. Wait for someone to notice

93. At Westfield Clerk Station, a customer is upset about a delay but provides no request number. What is the best first step?

A. Acknowledge the concern and obtain the request number
B. Promise an immediate result
C. Argue about the delay
D. Close the request without checking

94. At Westfield Clerk Station, a supervisor asks for a report, but the deadline and required format are unclear. What should the clerk do?

A. Choose a format silently
B. Ask a concise clarifying question before preparing it
C. Ignore the request
D. Send an unfinished report

95. At Westfield Clerk Station, a coworker asks you to bypass a required approval because the manager is away. What is the best action?

A. Bypass it to be helpful
B. Sign for the manager
C. Follow the written approval path or escalate the exception
D. Hide the missing approval

96. At Westfield Clerk Station, which note best documents a service interaction?

A. Customer was difficult
B. Everything was explained perfectly
C. Customer may call again
D. Record the request, action, and information given

97. At Westfield Clerk Station, you find a spreadsheet with more personal information than the task requires. What should you do?

A. Copy the full sheet for convenience
B. Send it to a personal account
C. Use only the necessary fields and follow the access procedure
D. Print extra copies

98. At Westfield Clerk Station, two instructions conflict about where to save a final file. What is the strongest first action?

A. Save two untracked copies
B. Choose a location at random
C. Delete the older instruction
D. Check current procedure and ask its owner

99. At Westfield Clerk Station, a visitor asks to enter a restricted records area while the clerk is busy. What should the clerk do?

A. Follow the visitor-access procedure and arrange authorized escort if required
B. Allow entry because the visitor is waiting
C. Leave the door open
D. Give the visitor a badge

100. At Westfield Clerk Station, a caller asks whether a named employee is under investigation, but the clerk has no authorization to discuss personnel matters. What is the best response?

A. Confirm the investigation
B. Decline and provide the authorized contact route
C. Deny it without checking
D. Offer a personal opinion

Practice Exam 21: Answer Key and Explanations

1. C — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

2. B — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

3. D — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

4. A — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

5. B — The keyed option follows the stated sequence begins with identifier verification. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

6. A — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

7. D — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

8. C — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

9. A — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

10. C — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

11. D — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

12. B — The keyed option follows the active-outage exception controls the queue. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

13. A — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

14. C — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

15. B — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

16. D — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

17. D — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

18. C — The keyed option follows the stated sequence places receipt attachment second. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

19. B — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

20. A — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

21. B — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

22. C — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

23. A — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

24. D — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

25. D — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

26. A — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

27. C — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

28. B — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

29. C — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

30. D — Compute the result: 86 - 29 + 17 = 74. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

31. B — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

32. A — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

33. B — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

34. D — The keyed option follows a character-by-character comparison exposes swapped positions. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

35. C — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

36. A — The keyed option follows access must be confirmed before release. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

37. B — Compute the result: 14 + 6 + 3 = 23. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

38. D — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

39. A — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

40. C — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

41. D — Compute the result: 18 + 27 + 15 = 60. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

42. A — Compute the result: 420 - 175 = 245. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

43. C — Compute the result: 14 x 6 = 84. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

44. B — Compute the result: 240 / 6 = 40. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

45. A — Compute the result: 18 / 72 x 100 = 25. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

46. B — Compute the result: (92 - 80) / 80 x 100 = 15. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it.

47. C — Compute the result: (150 - 120) / 150 x 100 = 20. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it.

48. D — Compute the result: 250 x 0.08 = 20. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

49. C — Compute the result: 160 x 1.075 = 172. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

50. D — Compute the result: 135 minutes = 2 hours 15 minutes = [2, 15]. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it.

51. B — Compute the result: 96 / 8 = 12. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

52. A — Compute the result: 5 x 7 = 35. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

53. D — Compute the result: 24 x 7 = 168. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

54. A — Compute the result: 7 x 12 = 84. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

55. C — Compute the result: 3.5 x 4 = 14. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

56. B — Compute the result: 480 / 3 = 160. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

57. B — Compute the result: 9 x 25 = 225. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

58. A — Compute the result: 100.00 - 73.48 = 26.52. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

59. C — Compute the result: 45 + 38 - 6 = 77. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

60. D — Compute the result: 288 / 360 x 100 = 80. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

61. A — Compute the result: 18 + 24 + 31 + 27 = 100. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it.

62. C — Compute the result: (12 + 16 + 20 + 24) / 4 = 18. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it.

63. B — Compute the result: max(14, 9, 22, 18) = 22. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

64. D — The keyed option follows relative references move with the copied row. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

65. D — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

66. B — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

67. C — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

68. A — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

69. A — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

70. D — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

71. B — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

72. C — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

73. A — The keyed option follows bars make category totals easy to compare. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

74. B — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

75. C — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

76. D — Compute the result: 9:15 + 45 minutes = 600. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

77. B — Compute the result: 2:05 + 55 minutes = 180. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

78. D — The keyed option follows the dependency requires verification before scanning. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

79. C — Compute the result: 3 x 12 = 36. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

80. A — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

81. D — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

82. B — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

83. C — Compute the result: 480 - 30 minutes = 450. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

84. A — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

85. B — Compute the result: 1:10 + 35 + 20 minutes = 845. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it.

86. D — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

87. A — Compute the result: 8 x 15 = 120. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

88. C — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

89. B — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

90. C — Compute the result: 18 + 7 + 5 = 30. The keyed option states it. Other choices reflect setup errors: using the wrong base or operation. Writing the operation before calculating makes the answer reproducible and checks size and units. Recheck the result against the direction before recording it. The method can be repeated without relying on guesswork.

91. D — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

92. A — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

93. A — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

94. B — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

95. C — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

96. D — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

97. C — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

98. D — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

99. A — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.

100. B — The keyed option follows the stated relationship among the supplied facts. The other choices either add an assumption, reverse the sequence, or omit a stated condition. Compare each choice with the complete prompt before deciding. This check keeps clerical work accurate, preserves record identity, and gives another reviewer a clear reason. It also transfers to unfamiliar office scenarios.