

PRACTICE EXAM 26: 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 Cypress Administrative Services 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 Cypress Administrative Services staff to send the signed form to Records by 4 p.m. Friday?

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

3. A message asks a manager to approve a supply order for Cypress Administrative Services before Thursday noon. Which subject line is most useful?

- A. Approval needed: supply order by Thursday noon

- B. Question about supplies
- C. Supply order for review
- D. Please review Thursday deadline

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

- A. All four are overdue
- B. Four requests are open without that listed hold
- C. Three requests were closed incorrectly
- D. The log proves no request needs review

5. A supervisor's instruction for Cypress Administrative Services 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. Name the file
- C. Scan the form
- D. Verify the identifier

6. At Cypress Administrative Services, a coworker missed a deadline because a shared folder was unavailable. Which reply uses a neutral, useful tone?

- A. You missed the planning step
- B. Document the outage and request access
- C. That explanation is not accepted
- D. The folder works for everyone

7. At Cypress Administrative Services, 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 caller's account has been verified
- D. The note lacks an account identifier

8. At Cypress Administrative Services, which sentence is grammatically correct for a status report?

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

9. Which sentence is the clearest concise update about Cypress Administrative Services's inventory count?

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

10. A manager writes, 'Please confirm whether Cypress Administrative Services received the revised schedule.' What is the manager requesting?

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

11. At Cypress Administrative Services, a form is missing the approving manager's signature. What is the best follow-up?

- A. Ask the manager to review and sign the form
- B. File it as approved
- C. Delete the unsigned form
- D. Guess the manager's approval

12. At Cypress Administrative Services, 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 routine supply request
- C. A routine filing question
- D. A request reporting an active outage

13. At Cypress Administrative Services, which log entry is most objective after a caller disputes a fee?

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

14. At Cypress Administrative Services, 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. Both instructions at the same time
- D. The newer urgent-request instruction

15. At Cypress Administrative Services, 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 Cypress Administrative Services, a report states that 9 of 12 invoices were matched and the remaining 3 await vendor detail. Which statement is supported?

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

17. At Cypress Administrative Services, 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 Cypress Administrative Services. 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 Cypress Administrative Services, 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 Cypress Administrative Services's appointment list?

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

21. Using the stated key surname then given name, which order is correct for Cypress Administrative Services 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 Cypress Administrative Services, which list is in ascending numeric order?

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

23. At Cypress Administrative Services, which list is in chronological order from earliest to latest?

- A. January 8, 2026; March 4, 2025; November 19, 2025

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

24. At Cypress Administrative Services, which record best matches a request for Jordan Lee, identifier 4026, dated May 6?

- A. Jordan Lee; ID 40026; May 7
- B. Jordan Lee; ID 40027; May 6
- C. Jordan Li; ID 40026; May 6
- D. Jordan Lee; ID 40026; May 6

25. The approved Cypress Administrative Services 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. Version 4 dated June 2
- D. An undated draft

26. At Cypress Administrative Services, two files are named Taylor Morgan. Which field most safely separates them?

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

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

- A. Under H for Harbor Group
- B. Under T for The Harbor Group
- C. Under G for Group
- D. At the end of the file

28. At Cypress Administrative Services, 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. A new contract number
- C. The clerk's opinion of the vendor
- D. The vendor number and the contract location

29. At Cypress Administrative Services, a customer changes a surname after marriage. What is the best indexing action?

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

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

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

31. At Cypress Administrative Services, 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 July 1, 2021
- C. A file paid on May 15, 2020
- D. A file paid on August 10, 2022

32. At Cypress Administrative Services, which missing field most prevents a clerk from matching a payment to the correct invoice?

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

33. At Cypress Administrative Services, 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. Requester mood
- C. Project code
- D. Page length

34. At Cypress Administrative Services, which check best detects a transposed digit in a record number?

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

35. At Cypress Administrative Services, which set of fields makes a useful intake log entry?

- A. Date, requester, identifier, action, and status

- B. Requester nickname and paper color
- C. Only the clerk's initials
- D. A summary with no identifier

36. At Cypress Administrative Services, a coworker asks for a file but cannot show an authorized assignment. What should the clerk do first?

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

37. At Cypress Administrative Services, 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 Cypress Administrative Services, 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 Cypress Administrative Services, 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 Cypress Administrative Services, 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. Cypress Administrative Services receives 18 folders Monday, 27 Tuesday, and 15 Wednesday. How many folders arrive in all?

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

42. At Cypress Administrative Services, a supply budget is \$420 and \$175 has been spent. What balance remains?

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

43. At Cypress Administrative Services, 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 Cypress Administrative Services, a 240-page packet is divided equally among 6 reviewers. How many pages does each receive?

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

45. At Cypress Administrative Services, a queue has 18 urgent files out of 72 total. What percentage is urgent?

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

46. At Cypress Administrative Services, a weekly workload rises from 80 to 92 items. What is the percentage increase relative to the original workload?

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

47. At Cypress Administrative Services, a backlog falls from 150 to 120 items. What is the percentage decrease?

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

48. At Cypress Administrative Services, a \$250 order receives an 8% discount. What is the discount amount?

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

49. At Cypress Administrative Services, a taxable subtotal is \$160 and the stated tax rate is 7.5%. What total is due?

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

50. At Cypress Administrative Services, a review block lasts 135 minutes. How many hours and minutes is that?

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

51. At Cypress Administrative Services, a clerk completes 96 records in 8 hours. What is the average rate per hour?

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

52. At Cypress Administrative Services, a team works 5 days with 7 paid hours per day. How many paid hours are available per person?

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

53. At Cypress Administrative Services, a box holds 24 forms. How many forms are in 7 full boxes?

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

54. At Cypress Administrative Services, use $12 \text{ inches} = 1 \text{ foot}$. How many inches are in 7 feet?

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

55. At Cypress Administrative Services, a department uses 3.5 reams each week for 4 weeks. How many reams are used?

- A. 7 reams

- B. 12 reams
- C. 16 reams
- D. 14 reams

56. At Cypress Administrative Services, 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 Cypress Administrative Services, a schedule has 9 appointments at 25 minutes each. How many minutes are booked?

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

58. At Cypress Administrative Services, a receipt total is \$73.48 and the payment is \$100. What change is due?

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

59. At Cypress Administrative Services, 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. 71 files
- D. 77 files

60. At Cypress Administrative Services, a monthly target is 360 items and 288 are complete. What percentage is complete?

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

61. At Cypress Administrative Services, a worksheet lists 18, 24, 31, and 27 completed items. What total should SUM include?

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

62. At Cypress Administrative Services, a worksheet lists 12, 16, 20, and 24 minutes. What is the average?

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

63. At Cypress Administrative Services, which value is the maximum in the set 14, 9, 22, and 18?

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

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

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

65. At Cypress Administrative Services, a rate in cell B1 is used for every row. Which formula keeps B1 fixed while row 4 values change?

- A. =C4*\$B\$1
- B. =C4*B1
- C. =\$C\$4*B1
- D. =C4*\$B4

66. At Cypress Administrative Services, a filter is set to show only records with status Pending. What should disappear from view?

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

67. At Cypress Administrative Services, which sort order places 105, 12, 3, and 42 as numbers from smallest to largest?

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

68. At Cypress Administrative Services, which spreadsheet control best limits a status cell to Open, Pending, or Closed?

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

69. At Cypress Administrative Services, column C contains paid amounts and column D contains invoice totals. Which expression calculates the paid percentage for row 2?

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

70. At Cypress Administrative Services, 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 Cypress Administrative Services, 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 Cypress Administrative Services, a duplicate check should identify repeated employee IDs in a column. Which approach is most direct?

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

73. At Cypress Administrative Services, which chart best compares the number of requests in several categories?

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

74. At Cypress Administrative Services, 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 Cypress Administrative Services, 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 Cypress Administrative Services, a task starts at 9:15 a.m. and takes 45 minutes. When does it finish?

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

77. At Cypress Administrative Services, 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 Cypress Administrative Services, which task should be scheduled first when scanning cannot begin until identifiers are verified?

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

79. At Cypress Administrative Services, 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. 48 files
- D. 36 files

80. At Cypress Administrative Services, which appointment creates a direct conflict with a meeting from 10:00 to 10:30?

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

81. At Cypress Administrative Services, a request received Monday has a stated two-business-day turnaround. With no holiday, when is it due?

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

82. At Cypress Administrative Services, 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 11:00
- C. The task due at 1:00
- D. The task due at 9:00

83. At Cypress Administrative Services, a 30-minute break is included in a 9:00-5:00 shift. How much working time remains?

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

84. At Cypress Administrative Services, 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 Cypress Administrative Services, 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. 1:10 p.m.
- C. 2:05 p.m.
- D. 1:45 p.m.

86. At Cypress Administrative Services, 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. Whether another approved room is available Thursday
- C. Keep the Tuesday room automatically
- D. Assume any room will work

87. At Cypress Administrative Services, a queue has 8 requests and each takes 15 minutes. How much total processing time is needed?

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

88. At Cypress Administrative Services, which event is the critical dependency before sending a final appointment notice?

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

89. At Cypress Administrative Services, 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 Cypress Administrative Services, a task takes 18 minutes, followed by a 7-minute handoff and a 5-minute check. What total time should be blocked?

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

91. At Cypress Administrative Services, 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. Use the approved contact method without disclosing the personal number
- D. Guess which number is current

92. At Cypress Administrative Services, an email containing a sensitive attachment was sent to the wrong internal recipient. What should the clerk do first?

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

93. At Cypress Administrative Services, a customer is upset about a delay but provides no request number. What is the best first step?

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

94. At Cypress Administrative Services, 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. Ignore the request
- C. Send an unfinished report
- D. Ask a concise clarifying question before preparing it

95. At Cypress Administrative Services, 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 Cypress Administrative Services, which note best documents a service interaction?

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

97. At Cypress Administrative Services, 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. Print extra copies
- D. Use only the necessary fields and follow the access procedure

98. At Cypress Administrative Services, two instructions conflict about where to save a final file. What is the strongest first action?

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

99. At Cypress Administrative Services, a visitor asks to enter a restricted records area while the clerk is busy. What should the clerk do?

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

100. At Cypress Administrative Services, 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. Deny it without checking
- C. Decline and provide the authorized contact route
- D. Offer a personal opinion

Practice Exam 26: 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. 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.
- 3. 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.
- 4. 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.
- 5. D** — 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. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. D — 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. 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.

14. 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.

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. 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.

17. 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.

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. 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.

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. 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.

23. 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.

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. 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.

26. 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.

27. 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.

28. 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.

29. 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.

30. A — 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. 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.

32. 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.

33. 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.

34. B — 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. 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.

36. D — 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. B — 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. D — 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: $14 \times 6 = 84$. 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. A — Compute the result: $240 \div 6 = 40$. 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: $18 \div 72 \times 100 = 25$. 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. D — Compute the result: $(92 - 80) \div 80 \times 100 = 15$. 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: $(150 - 120) \div 150 \times 100 = 20$. 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. B — Compute the result: $250 \times 0.08 = 20$. 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. A — Compute the result: $160 \times 1.075 = 172$. 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. B — Compute the result: $135 \text{ minutes} = 2 \text{ hours } 15 \text{ minutes} = [2, 15]$. 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. D — Compute the result: $96 \div 8 = 12$. 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. C — Compute the result: $5 \times 7 = 35$. 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. C — Compute the result: $24 \times 7 = 168$. 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: $7 \times 12 = 84$. 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. D — Compute the result: $3.5 \times 4 = 14$. 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: $480 \div 3 = 160$. 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. A — Compute the result: $9 \times 25 = 225$. 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. C — 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. D — 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. B — Compute the result: $288 / 360 \times 100 = 80$. 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. C — 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. D — 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. A — 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. 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.

66. 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.

67. 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.

68. 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.

69. 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.

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. 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.

72. 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.

73. D — 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. A — Compute the result: $9:15 + 45 \text{ minutes} = 600$. 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: $2:05 + 55 \text{ minutes} = 180$. 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. A — 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. D — Compute the result: $3 \times 12 = 36$. 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. 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.

81. 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.

82. 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.

83. B — Compute the result: $480 - 30 \text{ minutes} = 450$. 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. C — Compute the result: $1:10 + 35 + 20 \text{ minutes} = 845$. 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. 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.

87. D — Compute the result: $8 \times 15 = 120$. 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. 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.

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. A — 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. 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.

92. 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.

93. 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.

94. 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.

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. 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.

97. 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.

98. 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.

99. 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.

100. 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.