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of questions to look
out for in your clerk
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Wordprocessing aptitude Your ability to type promptly will be evaluated and measured in words typed per minute. English language proficiency You will be expected to be able to express yourself clearly in English – with ...

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speed. The ability to type fast, measured in words typed per minute. Spelling and Grammar - An appropriate use of language. Alphabetizing -Filling material in alphabetic order. Record Keeping -Handling data from several sources and maintaining a record Page 22/35

system, while using subtotals, averages, etc.

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nterdynamics.com Count the number of decimal places to the right of the decimal point in 350.0 and .4 (which equals two) to determine that the answer should also have two decimal places. Count backwards from right to left two places and insert a decimal point, which results

in 140.00, or 140 (Step #2). STEP #1 STEP #2. .4 2.

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several sets of questions to look out for in your clerk typist exam:

Wordprocessing aptitude Your ability to type promptly will be evaluated and measured in words typed per minute English language proficiency You will be expected to be able to express Page 31/35

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