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Office Technician (General & Typing)
Examination Study Guide 9 ANSWER KEY
ARITHMETIC QUESTIONS 1. To determine how much Lydia will earn if she works 15 hours, you must first determine her hourly rate. Step 1: Multiply (2) shift \times (4) hours = 8. Lydia earned \$120 for 8 hours of work. Step 2: Divide $\$120 \div 8 = 15$. Lydia earns \$15 an hour.

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Examination Study Guide 3 SAMPLE
ENGLISH USAGE AND GRAMMAR
QUESTIONS This test section is designed to assess your knowledge and skill in constructing sentences and in using correct grammar, punctuation, word usage, and

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Guide structure. The following are samples of the types of questions you may find in the

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Study material for this question can be
found in the following resources: KB6NU's
No-Nonsense Technician-Class License

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Study Guide Page 24; Additional reference material is listed on my Study Materials page.

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