Learning that works for Arizona
CTE

(These items were developed by teachers for the Technical Skills Assessment. Below is a sample item for each program standard.)

Question 1 of 8

What provides solutions to information about unfamiliar program features?

- **A)** Ribbon
- **B)** Help
- **C)** Setup
- **D)** Insert

Question 2 of 8

What are the three basic elements of project management?

- **A)** Equipment, buildings, money
- **B)** Places, money, time
- **C)** Scope, places, equipment
- **D)** Resources, time, money

Question 3 of 8

What does a notary verify?

- **A)** Adequacy of a contract
- **B)** Legality of a document
- **C)** Authenticity of signatures
- **D)** Competency of all parties

Question 4 of 8

Why MUST meeting minutes be complete and accurate?

○ **A)** They project sales forecasts.

○ **B)** They provide legal evidence.

○ **C)** They contain trading information.

○ **D)** They contain the resolutions.

Question 5 of 8

What information MUST a lodging invoice provide to complete travel reimbursement?

○ **A)** Hotel amenities

○ **B)** Room number

○ **C)** Driver's License

○ **D)** Cost of hotel room

Question 6 of 8

When completing a deposit slip, what type of cash MUST be listed?

○ **A)** Paper money and coins

○ **B)** Coins only

○ **C)** All checks

○ **D)** Paper money only

Question 7 of 8

Which is the CORRECT website for a government agency?

○ **A)** www.BLS.gov

○ **B)** www.BLS.org

○ **C)** www.BLS.net

○ **D)** www.BLS.com

What do copyright laws protect?

A) Personal property

B) Intellectual property

C) Network property

D) Illegal property

Business Operations Sample Test Answer Key

Question	Answer
1.	B
2.	D
3.	C
4.	B
5.	D
6.	A
7.	A
8.	B