

# Clerical Aptitude Questions- All type

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## Letters are exactly alike

**Q.1: How many pairs of the following groups of letters are exactly alike?**

**Left Column    Right Column**

BRFQSX	BRFQSX
ACDOBJ	ACDBOJ
RPTQVS	RPTQVS
ZUYRVB	ZUYRVB
SPQRAS	SQRPAS
HVCBWR	HVCRWB

- A. 2
- B. 3
- C. 4
- D. 5

[toggle]

Three pairs are exactly alike: BRFQSX, RPTQVS, and ZUYRVB.

**Answer: B** [/toggle]

**Question 2 :How many pairs of the following groups of letters are exactly alike?**

**Left Column    Right Column**

WXYZAB	WXYZAB
MNOPQR	MNOPQR
ABCDEF	ABCEDF
GHIJKL	GHIJKL
UVWXYZ	UVWXYA
STUVWX	STUVWX

- A. 2
- B. 3
- C. 4
- D. 5

[toggle]

Three pairs are exactly alike: WXYZAB, MNOPQR, and STUVWX.

**Answer: B** [/toggle]

**Question 3 :How many pairs of the following groups of letters are exactly alike?**

## Clerical Aptitude Questions

### Left Column Right Column

QWERTY	QWERTY
ASDFGH	ASDFGH
ZXCVBN	ZXCVBN
QAZWSX	QAZWXS
EDCVFR	EDCVFR
RFVTVG	RFVTGV

- A. 2
- B. 3
- C. 4
- D. 5

[toggle]

Four pairs are exactly alike: QWERTY, ASDFGH, ZXCVBN, and EDCVFR.

**Answer: C** [/toggle]

**Question 4 : How many pairs of the following groups of letters are exactly alike?**

### Left Column Right Column

JKLMNO	JKLMNO
PQRSTU	PQRSTU
VWXYZA	VWXYZA
BCDEFG	BCDEGF
HIJKLM	HIJKLM
NOPQRS	NOPQSR

- A. 1
- B. 2
- C. 3
- D. 4

[toggle]

Two pairs are exactly alike: JKLMNO and PQRSTU.

**Answer: B** [/toggle]

**Question 5 : How many pairs of the following groups of letters are exactly alike?**

## Clerical Aptitude Questions

### Left Column Right Column

GHIJKL	GHIJKL
ABCDEF	ABCDEF
LMNOPQ	LMNOPQ
UVWXYZ	UVWXYZ
DEFGHI	DEFGIH
RSTUVW	RSTUVW

- A. 2
- B. 3
- C. 4
- D. 5

[toggle]

Four pairs are exactly alike: GHIJKL, ABCDEF, LMNOPQ, and UVWXYZ.

**Answer: C** [/toggle]

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## Letters that appear more than once in that word

Identification of words with repeated letters.

**Question 1 : In the following sentence, how many words contain letters that appear more than once in that word?**

“Right around April Fool’s Day, the daffodils and crocuses start to emerge and cheer us up after a long winter.”

- A. 5
- B. 6
- C. 7
- D. 8

Six words contain repeated letters: “Fool’s”, “daffodils”, “crocuses”, “start”, “emerge”, “cheer”.

**Answer: B**

**Question 2: In the following sentence, how many words contain letters that appear more than once in that word?**

"During the summer, the butterflies and bees buzz around the blooming flowers in the garden."

- A. 3
- B. 4

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- C. 5
- D. 6

Four words contain repeated letters: "summer", "butterflies", "bees", "blooming".

Ans : B

**Question 3 :In the following sentence, how many words contain letters that appear more than once in that word?**

"The committee planned a meeting to discuss the upcoming events for the festival."

- A. 2
- B. 3
- C. 4
- D. 5

Three words contain repeated letters: "committee", "meeting", "upcoming".

**Answer: B**

**Question 4 : In the following sentence, how many words contain letters that appear more than once in that word?**

"The shimmering stars in the night sky look absolutely mesmerizing."

- A. 3
- B. 4
- C. 5
- D. 6

Four words contain repeated letters: "shimmering", "stars", "absolutely", "mesmerizing".

**Answer: B**

**Question 5 :In the following sentence, how many words contain letters that appear more than once in that word?**

"Jennifer carefully considered her options before making a final decision."

- A. 2
- B. 3
- C. 4
- D. 5

Three words contain repeated letters: "Jennifer", "carefully", "considered".

**Answer: B**

## Identification of letter positions in the alphabet.

**Question 1 : Which choice below lists the letter that is as far after C as T is after O in the alphabet?**

- A. G
- B. H
- C. I
- D. J

There are 4 letters between O and T (P, Q, R, S). Similarly, there are 4 letters between C and H (D, E, F, G).

**Answer: B**

**Question 2 : Which choice below lists the letter that is as far after F as Q is after L in the alphabet?**

- A. J
- B. K
- C. L
- D. M

There are 4 letters between L and Q (M, N, O, P). Similarly, there are 4 letters between F and K (G, H, I, J).

**Answer: B**

**Question 3 : Which choice below lists the letter that is as far after A as V is after R in the alphabet?**

- A. B
- B. C
- C. D
- D. E

There are 4 letters between R and V (S, T, U). Similarly, there are 4 letters between A and E (B, C, D).

**Answer: D**

**Question 4 : Which choice below lists the letter that is as far after J as M is after I in the alphabet?**

- A. K
- B. L
- C. M
- D. N

There are 4 letters between I and M (J, K, L). Similarly, there are 4 letters between J and N (K, L, M).

**Answer: D**

## Clerical Aptitude Questions

**Question 5 :** Which choice below lists the letter that is as far after E as N is after J in the alphabet?

- A. H
- B. I
- C. J
- D. K

There are 4 letters between J and N (K, L, M). Similarly, there are 4 letters between E and I (F, G, H).

**Answer: B**

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### Identification of a specific pattern in a sequence of numbers.

**Question 1 :** In the following list of numbers, how many times does 8 come just after 6 when 6 comes just after an odd number?

6325687253494236844576842396868

- A. 2
- B. 3
- C. 4
- D. 5

The sequences where 8 follows 6 after an odd number are: 568, 368, 768, 968.

**Answer: C**

**Question 2 :** In the following list of numbers, how many times does 7 come just after 5 when 5 comes just after an even number?

4527532845724675845738527546

- A. 2
- B. 3
- C. 4
- D. 5

The sequences where 7 follows 5 after an even number are: 572, 572, 574.

**Answer: B**

**Question 3:** In the following list of numbers, how many times does 4 come just after 3 when 3 comes just after an even number?

234354763423423643432345

- A. 1
- B. 2

## Clerical Aptitude Questions

- C. 3
- D. 4

The sequences where 4 follows 3 after an even number are: 634, 234.

**Answer: B**

**Question 4 : In the following list of numbers, how many times does 9 come just after 2 when 2 comes just after an odd number?**

192293829292719293929392

- A. 1
- B. 2
- C. 3
- D. 4

The sequences where 9 follows 2 after an odd number are: 192, 292, 292.

**Answer: B**

**Question 5 : In the following list of numbers, how many times does 5 come just after 4 when 4 comes just after an even number?**

2445344254456645454445344554

- A. 2
- B. 3
- C. 4
- D. 5

The sequences where 5 follows 4 after an even number are: 245, 245, 245, 445.

**Answer: C**

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## Misspelled words : Clerical Aptitude Questions

**Q.1: Which one, if any, of the following words is misspelled?**

- A. manageable
- B. circumstants
- C. legality
- D. None of the above is misspelled

Ans : B. circumstants



## Clerical Aptitude Questions

**Question 2 : Which one, if any, of the following words is misspelled?**

- A. accommodate
- B. definitely
- C. goverment
- D. None of the above is misspelled

Ans : C. goverment

**Question 3: Which one, if any, of the following words is misspelled?**

- A. appearance
- B. tommorrow
- C. knowledgeable
- D. None of the above is misspelled

Ans : B. tommorrow

**Question 4 : Which one, if any, of the following words is misspelled?**

- A. separate
- B. privelege
- C. calendar
- D. None of the above is misspelled

Ans : B. privelege

**Question 5 : Which one, if any, of the following words is misspelled?**

- A. necessary
- B. recommend
- C. supercede
- D. None of the above is misspelled

Ans : C. supercede

**Question 6: Which one, if any, of the following words is misspelled?**

- A. occurrence
- B. accomodation
- C. independence
- D. None of the above is misspelled

Ans : B. accomodation

## Alphabetical order : Clerical Aptitude Questions

**Question 1 : Of the following names, which one would be THIRD in an alphabetic file?**

- A. Docker, John
- B. Decker, Jane
- C. Dinckman, June
- D. Dockman, James

**Answer: A. Docker, John**

**Question 2 : Of the following names, which one would be THIRD in an alphabetic file?**

- A. Franklin, Adam
- B. Frasier, Ann
- C. Frazier, Aaron
- D. Freeland, Alice

**Ans : B. Frasier, Ann**

**Question 3 : Of the following names, which one would be THIRD in an alphabetic file?**

- A. Graham, Linda
- B. Grant, Lisa
- C. Gray, Lucy
- D. Green, Larry

**Ans : B. Grant, Lisa**

**Question 4 : Of the following names, which one would be THIRD in an alphabetic file?**

- A. Thompson, Carl
- B. Thomas, Charlie
- C. Thomson, Charles
- D. Thompson, Carolyn

**Ans : D. Thompson, Carolyn**

**Question 5 : Of the following names, which one would be THIRD in an alphabetic file?**

- A. Blake, Terry
- B. Blake, Tom
- C. Blake, Tim
- D. Blake, Ted

**Ans : C. Blake, Tim**

## Clerical Aptitude Questions

**Question 6 : Of the following names, which one would be THIRD in an alphabetic file?**

- A. Jameson, Kim
- B. Jamison, Kelly
- C. Jackson, Karl
- D. Jenkins, Kevin

**Ans : B. Jamison, Kelly**

**Question 7 : Of the following names, which one would be THIRD in an alphabetic file?**

- A. Robertson, Susan
- B. Robinson, Sara
- C. Roberson, Stacy
- D. Robson, Samantha

**Ans : D. Robson, Samantha**

**Question 8 : Of the following names, which one would be THIRD in an alphabetic file?**

- A. Walters, George
- B. Watson, Gregory
- C. Wallace, Glen
- D. Ward, Gary

**Ans : D. Ward, Gary**

**Question 9 : Of the following names, which one would be THIRD in an alphabetic file?**

- A. Cooper, Danielle
- B. Cooper, David
- C. Cooper, Dana
- D. Cooper, Dawn

**Ans : A. Cooper, Danielle**

**Question 10 : Of the following names, which one would be THIRD in an alphabetic file?**

- A. Langley, Bruce
- B. Lancaster, Bill
- C. Lambert, Ben
- D. Landry, Brian

**Ans : C. Lambert, Ben**

## Record Keeping Tasks : Clerical Aptitude Questions

### Table for Questions

**NUMBER OF AUTOMOBILE ACCIDENTS, BY LOCATION AND CAUSE, FOR THE YEAR.**

CAUSE	LOCATION 1		LOCATION 2	
	Number	Percent	Number	Percent
Road Conditions	10	20	25	42
Drunk Drivers	20	40	5	8
Speeding	15	30	15	25
Unknown	5	10	15	25
TOTALS	50	100	60	100

**Question 1: Which one of the following is the second highest cause of accidents for both locations combined?**

- A. Road Conditions
- B. Drunk Drivers
- C. Speeding
- D. Unknown

**Answer: C. Speeding**

First add the number from location 1 to the number from location 2 for each accident cause. Then, rank the causes from highest to lowest. "Road Conditions" (choice A) is the highest cause of accidents, with 35. "Speeding" (choice C) is second highest, with 30.

**Question 2 : The average number of automobile accidents per week that occurred in Location 2 for the year (52 weeks) was most nearly**

- A. 0.8
- B. 1.2
- C. 2.1
- D. 5.2

**Answer: B. 1.2**

Divide the total number of accidents in location 2 for the year (60), by 52 weeks. The answer, rounded to the nearest tenth, is 1.2

## Position as per Alphabetical Order

**Q.1: If the names Brian Josten, Francine Johnson, Frank Jones, and Mary Johnston were arranged for alphabetical filing, the position of the underlined name would be**

- A. first.
- B. second.
- C. third.
- D. fourth.

ANSWER: The order would be Francine Johnson, Mary Johnston, Frank Jones, and Brian Josten. The underlined name is first; therefore, choice **A** is the correct answer.

**Q.2 : If the names John Marks, Janice Mark, Angela McCauley, and Jocelyn Miners were arranged for alphabetical filing, the position of the underlined name would be**

- A. first.
- B. second.
- C. third.
- D. fourth.

ANSWER: The order would be Janice Mark, John Marks, Angela McCauley, and Jocelyn Miners. The underlined name is second; therefore, choice **B** is the correct answer.

**Q.3 : If the names Abigail Romero, Jonathan Ruben, Erica Ross, and George Rolen were arranged for alphabetical filing, the position of the underlined name would be**

- A. first.
- B. second.
- C. third.
- D. fourth.

ANSWER: The order would be George Rolen, Abigail Romero, Erica Ross, and Jonathan Ruben. The underlined name is third; therefore, choice **C** is the correct answer.

**Q.4 : If the names Barbara Baker, Bruce Biggins, Bobby Boden, and Brian Bronsen were arranged for alphabetical filing, the position of the underlined name would be**

- A. first.
- B. second.
- C. third.
- D. fourth

ANSWER: The order would be Barbara Baker, Bruce Biggins, Bobby Boden, and Brian Bronsen. The underlined name is second; therefore, choice **B** is the correct answer.

## Clerical Aptitude Questions

**Q.5 :If the names Jeremy Gulden, Jason Gross, Jaime Gains, and James Gray were arranged for alphabetical filing, the position of the underlined name would be**

- A. first.
- B. second.
- C. third.
- D. fourth.

ANSWER: The order would be Jaime Gains, James Gray, Jason Gross, and Jeremy Gulden. The underlined name is first; therefore, choice **A** is the correct answer.

**Q.6 : If the numerical sequences 6.259, 0.62958, 62.258, and 6.258963 were arranged for numerical filing, the position of the underlined sequence would be**

- A. first.
- B. second.
- C. third.
- D. fourth.

ANSWER: The order would be 0.62958, 6.258963, 6.259, and 62.258. The underlined sequence is fourth; therefore, choice **D** is the correct answer.

**Q.7 : If the numerical sequences 7.215, 72.15, 721.5, and 7.251 were arranged for numerical filing, the position of the underlined sequence would be**

- A. first.
- B. second.
- C. third.
- D. fourth.

ANSWER: The order would be 7.215, 7.251, 72.15, and 721.5. The underlined sequence is second; therefore, choice **B** is the correct answer.

**Q.8 : If the numerical sequences 23.25698, 232.2564, 2.32568, and 0.2351 were arranged for numerical filing, the position of the underlined sequence would be**

- A. first.
- B. second.
- C. third.
- D. fourth.

ANSWER: The order would be 0.2351, 2.32568, 23.25698, and 232.2564. The underlined sequence is fourth; therefore, choice **D** is the correct answer.

## Clerical Aptitude Questions

**Q.9 : If the numerical sequences 859.265, 8.59632, 85.2369, and 859652 were arranged for numerical filing, the position of the underlined sequence would be**

- A. first.
- B. second.
- C. third.
- D. fourth.

ANSWER: The order would be 8.59632, 85.2369, 859.265, and 859652. The underlined sequence is first; therefore, choice **A** is the correct answer.

**Q.10 : If the numerical sequences 5.1268, 51.263, 551.258, and 55.258 were arranged for numerical filing, the position of the underlined sequence would be**

- A. first.
- B. second.
- C. third.
- D. fourth.

ANSWER: The order would be 5.1268, 51.263, 55.258, and 551.258. The underlined sequence is fourth; therefore, choice **D** is the correct answer.

## Checking for Errors

**Q.1 : Compare the COPY with its ORIGINAL and count the number of errors you find in the COPY. When the order of two numbers or letters is reversed, one error is counted.**

<u>ORIGINAL</u>	<u>COPY</u>
Mr. Erin Williams	Mrs. Erin Williams
32109 North 23 <sup>rd</sup> Street	32109 North 223rd Street
Gardena CA 90228	Gardena CA 90228

**The number of errors in the COPY when compared to the ORIGINAL is**

- A. one.
- B. two.
- C. three.
- D. none of these.

ANSWER: When comparing the COPY to the ORIGINAL, the following three errors can be found:

“Mrs.” should be “Mr.” as shown in the ORIGINAL.

“223<sup>rd</sup>” should be “23<sup>rd</sup>” as shown in the ORIGINAL.

“90248” should be “90228” as shown in the ORIGINAL.

Three errors can be found; therefore, choice **C** is the correct answer.

## Clerical Aptitude Questions

**Q.2 : Compare the COPY with its ORIGINAL and count the number of errors you find in the COPY. When the order of two numbers or letters is reversed, one error is counted.**

<u>ORIGINAL</u>	<u>COPY</u>
Yearly Staff Totals:	Yearly Staff Total :
1990 -123	1990 -123
1991 -119	1991 -119
1992 -124	1992 -124
1993 -120	1993 -122
1994 -121	1994 -121
1995 -111	1995 -111
1996 -126	1996 -136

**The number of errors in the COPY when compared to the ORIGINAL is**

- A. one.
- B. two.
- C. three.
- D. none of these.

ANSWER: When comparing the COPY to the ORIGINAL, the following four errors can be found:

“Staff” should be “Staff” as shown in the ORIGINAL.

“Total” should be “Totals” as shown in the ORIGINAL.

“122” should be “120” as shown in the ORIGINAL.

“136” should be “126” as shown in the ORIGINAL.

Four errors can be found; therefore, choice **D** is the correct answer.

**Q.3 : Compare the COPY with its ORIGINAL and count the number of errors you find in the COPY. When the order of two numbers or letters is reversed, one error is counted.**

<u>ORIGINAL</u>	<u>COPY</u>
TABLE OF CONTENTS	TABLE OF CONTENTS
INTRODUCTION .....1	INTRODUCTION .....1
AUDITING .....5	AUDITING .....5
INCOME TAX .....25	INCOME TAX .....25
BUDGETING .....43	BUDGETING .....43
BOOKKEEPING..... 102	BOOKKEEPING..... 102
INDEX..... 163	INDEX..... 163

**The number of errors in the COPY when compared to the ORIGINAL is**

- A. one.
- B. two.
- C. three.
- D. none of these

ANSWER: When comparing the COPY to the ORIGINAL, no errors can be found.

Zero errors can be found; therefore, choice **D** is the correct answer.



## Clerical Aptitude Questions

**Q.4 : Compare the COPY with its ORIGINAL and count the number of errors you find in the COPY. When the order of two numbers or letters is reversed, one error is counted.**

<u>ORIGINAL</u>	<u>COPY</u>
Beverly Johnson	Beverly Johnson
58963 Willow Avenue	58863 Willow Avenue
Torrance CA 90501	Torrance CA 90501

**The number of errors in the COPY when compared to the ORIGINAL is**

- A. one.
- B. two.
- C. three.
- D. none of these.

**ANSWER:** When comparing the COPY to the ORIGINAL, the following error can be found: "58863" should be "58963" as shown in the ORIGINAL. One error can be found; therefore, choice **A** is the correct answer.

**Q.5 : Compare the COPY with its ORIGINAL and count the number of errors you find in the COPY. When the order of two numbers or letters is reversed, one error is counted.**

<u>ORIGINAL</u>	<u>COPY</u>
Estimated Cost per Year:	Estimated Cost per Year:
2003 .....\$123,548	2003 .....\$123,548
2004 .....\$121,295	2004 .....\$121,295
2005 .....\$148,587	2005 .....\$148,587

**The number of errors in the COPY when compared to the ORIGINAL is**

- A. one.
- B. two.
- C. three.
- D. none of these.

**ANSWER:** When comparing the COPY to the ORIGINAL, no errors can be found. Zero errors can be found; therefore, choice **D** is the correct answer.

## Coding for Clerical aptitude Test

Directions-(Q.1-5) In each of these questions a group of numbers are given which are to be coded as per the scheme given below. You have to find out which of the answers (A), (B), (C) or (D) has the correct coded form of the given numbers and indicate it on your answer sheet. If none of the coded forms are correct mark (E) i.e. 'None of these' as the answer.

Numbers : 6 8 3 4 0 1 2 5 7 9  
Codes : S L V K M R Y D B Z

## Clerical Aptitude Questions

### Q.1: 824301

- (A) YLKVMR
- (B) LVKYMR
- (C) L YKVMR
- (D) L YKV RM
- (E) None of these

Answer : (C) L YKVMR

### Q.2: 734025

- (A) VBKMYD
- (B) BVKMYD
- (C) BVMKYD
- (D) BVKMDY
- (E) None of these

Answer : (B) BVKMYD

### Q.3: 432908

- (A) KVYZML
- (B) KYVZML
- (C) VKYZML
- (D) KVYZLM
- (E) None of these

Answer : (A) KVYZML

### Q.4: 578914

- (A) DBLZRK
- (B) BDLZRK
- (C) DBLRZK
- (D) DBLZKR
- (E) None of these

Answer : (A) DBLZRK

### Q.5: 215963

- (A) YRDSZV
- (B) RYDZSV
- (C) YRDZVS
- (D) YRDZSV
- (E) None of these

Answer : (D) YRDZSV

## Classification of Data

**Directions-(Q.1-5) The news item in each question below is to be classified into one of the following five areas-**

- (A) Sports
- (B) Health
- (C) Environment
- (D) Economics
- (E) Entertainment

The letter of the area (A) or (B) or (C) or (D) or (E), as the case may be is your answer.

**Q.1 Famous actress offered a three film deal by a leading production house.**

- (A) Sports
- (B) Health
- (C) Environment
- (D) Economics
- (E) Entertainment

Answer : (E) Entertainment

**Q.2: Scientists discover 4 new Alzheimer genes.**

- (A) Sports
- (B) Health
- (C) Environment
- (D) Economics
- (E) Entertainment

Answer :(B) Health

**Q.3: 1500 students were vaccinated against Hepatitis B last week.**

- (A) Sports
- (B) Health
- (C) Environment
- (D) Economics
- (E) Entertainment

Answer : (B) Health

**Q.4: Only 1164 tigers left in India.**

- (A) Sports
- (B) Health
- (C) Environment
- (D) Economics
- (E) Entertainment

Answer : (C) Environment

## Clerical Aptitude Questions

**Q.5: Majority Asian stocks hit a 3 year high this week.**

- (A) Sports
- (B) Health
- (C) Environment
- (D) Economics
- (E) Entertainment

Answer : (D) Economics