

# Virtual Assistant Practice Test Questions and Answers

## 1. What is excel?

- A) Spreadsheet
- B) Presentation Program
- C) Database Program
- D) Graphic designer

## 2. What is OneNote?

- A) Word processor
- B) Spreadsheet
- C) It is a program to capture, organize and reuse notes on laptops, desktops or Tablet PCs
- D) Database Program

## 3. Google Chrome is what?

- A) ISP
- B) Browser
- C) Page
- D) WWW

## 4. What does BCC stand for?

- A) Bring colored copies
- B) Bring cool clothes
- C) Blink carbon copy
- D) Blind carbon copy

**Answers: 1-A 2-C 3-B 4-D**

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