

Computer Skills interview questions to ask junior administrative assistants

- Can you describe your experience with Microsoft Office Suite, particularly Word, Excel, and PowerPoint?
- How do you organize and prioritize your tasks using computer software?
- Have you ever had to train someone on how to use a specific software or application? How did you approach it?
- What process do you follow to ensure documents are correctly formatted and error-free?
- Describe a situation where you had to learn a new computer program quickly. How did you handle it?

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