

Part H: Word Search Puzzle

Find and circle these words from Chapter 1. Words may run across, down, or diagonally, and forward or backward.

Words to Find

ADMINISTRATIVE • EXECUTIVE • CLERICAL • MANAGER •
CERTIFICATION • CREDENTIAL • VIRTUAL • MEDIAN •
PROFESSION • CALENDAR • RECORDS • SKILLS

W	Q	E	B	C	Q	Z	H	B	E	K	U	L	A	D
M	C	R	E	D	E	N	T	I	A	L	G	M	D	U
P	C	L	Y	V	N	L	B	W	C	J	E	N	M	U
A	P	E	A	T	I	H	A	X	G	D	O	I	I	B
N	R	J	R	C	V	T	F	W	I	I	L	L	N	W
G	O	T	Y	T	I	T	U	A	C	M	M	I	I	Z
J	F	I	G	W	I	R	N	C	J	R	G	C	S	Z
V	E	S	R	Z	R	F	E	A	E	L	L	M	T	M
I	S	C	A	R	O	S	I	L	Z	X	A	S	R	I
R	S	B	D	E	U	M	K	C	C	N	E	R	A	O
T	I	V	N	C	W	Q	V	I	A	P	M	W	T	J
U	O	K	E	O	F	A	P	G	L	T	E	A	I	L
A	N	S	L	R	Y	D	E	H	T	L	I	C	V	B
L	S	Z	A	D	E	R	R	F	Y	C	S	O	E	C
G	S	R	C	S	S	L	S	Q	H	S	V	L	N	X

Answer Key — Chapter 1

Check your work against the answers below. If you missed something, go back and reread that part of the chapter.

Part A: Vocabulary Review

1-D 2-B 3-F 4-J 5-A 6-I 7-C 8-H 9-E 10-G

Part B: Fill in the Blank

1. hub
2. calendars
3. median
4. 3.45
5. certification
6. self-taught
7. operations
8. executive assistant

Part H: Word Search — Solution

The found words are highlighted below.

W	Q	E	B	C	Q	Z	H	B	E	K	U	L	A	D
M	C	R	E	D	E	N	T	I	A	L	G	M	D	U
P	C	L	Y	V	N	L	B	W	C	J	E	N	M	U
A	P	E	A	T	I	H	A	X	G	D	O	I	I	B
N	R	J	R	C	V	T	F	W	I	I	L	L	N	W
G	O	T	Y	T	I	T	U	A	C	M	M	I	I	Z
J	F	I	G	W	I	R	N	C	J	R	G	C	S	Z
V	E	S	R	Z	R	F	E	A	E	L	L	M	T	M
I	S	C	A	R	O	S	I	L	Z	X	A	S	R	I
R	S	B	D	E	U	M	K	C	C	N	E	R	A	O
T	I	V	N	C	W	Q	V	I	A	P	M	W	T	J
U	O	K	E	O	F	A	P	G	L	T	E	A	I	L
A	N	S	L	R	Y	D	E	H	T	L	I	C	V	B
L	S	Z	A	D	E	R	R	F	Y	C	S	O	E	C
G	S	R	C	S	S	L	S	Q	H	S	V	L	N	X