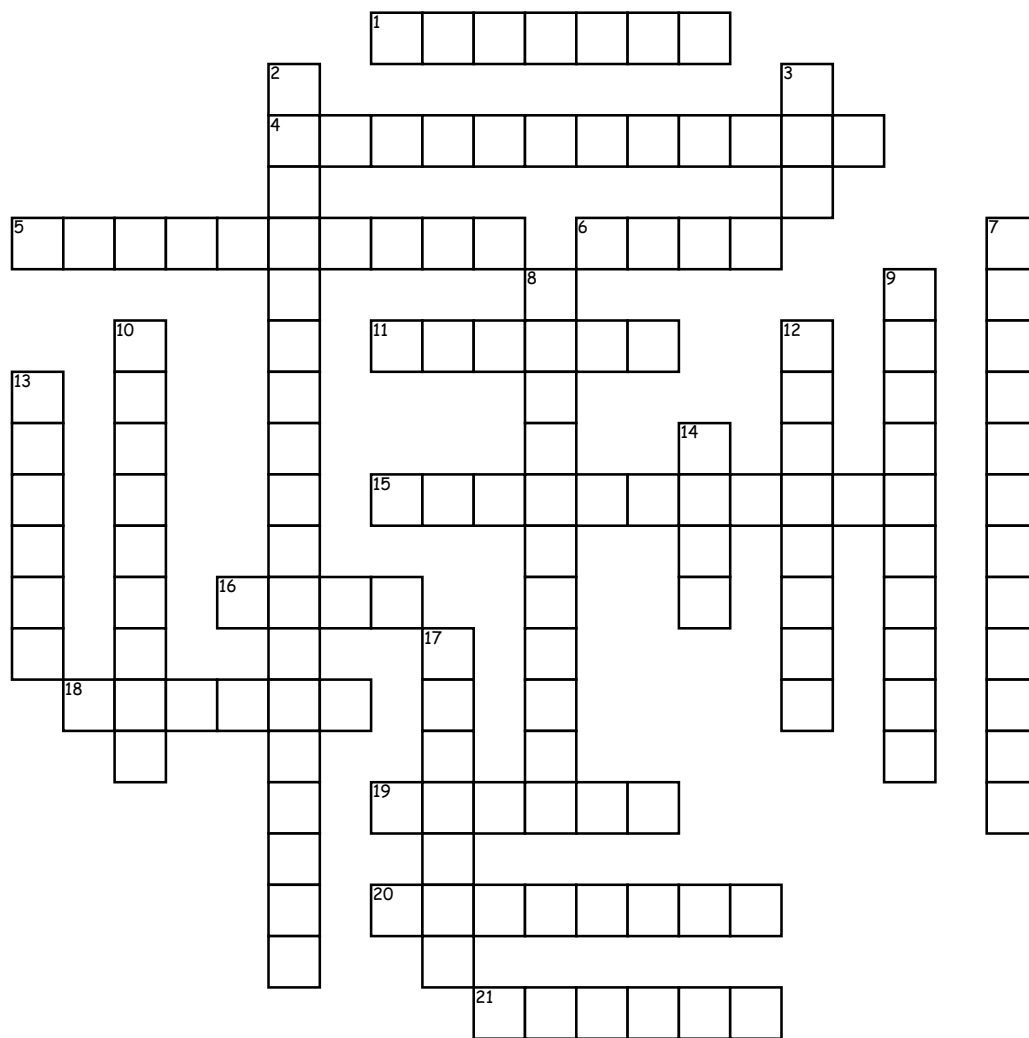


Name: _____ Date: _____

Level 1 - Administration Crossword



Across

1. This document is used to inform a customer of the amount to pay

4. This is used to help put out a fire

5. You need one of these to add up sums of money

6. Paper - - - -

11. This activity is done to make sure that documents are kept in alphabetical order

15. What kind of machine produces duplications of other documents

16. Petty - - - -

18. used to delete written information

19. This is a portable computer

20. You will need one of these to type information to your computer

21. This lists what will be discussed at a meeting

Down

2. Which law is followed to ensure people do have accidents

3. Used to write information

7. This person welcomes guests and visitors to the company

8. This box hold supplies used to treat minor injuries

9. This person looks after a small team

10. You need these people for your business

12. This is another name for a company

13. This document is used when you do not want to pay by cash

14. This activity happens when letters/documents need to be sent to customers

17. This person is in charge of a company branch

Word Bank

eraser
First Aid Kit
Post
invoice
Customers
filing

Receptionist
cheque
Health and safety Act
business
Extinguisher

photocopier
cash
pen
Agenda
keyboard

calculator
clip
Supervisor
Manager
laptop