

Title: English Composition Test

Name: Alyssa Marie P. Suarez

Date Taken: 13/04/2022 12:32:55

What kind of situation can create stress for you and, when that happens, what do you do to cope?

The situation that can stress me is when there is a deadline with a short notice because I am the kind of person that always plan ahead. I always see to it that everything is well-planned but inevitable things might happened. We should expect the unexpected. When this situation happens, I tend to cram or panic but I can still manage to do the task. In order for me to cope up with this kind of situation, I manage to know my priorities. I prioritize which task to be done first. In this kind of situation, time management is important.

What's the greatest advice that you didn't take?

The greatest advice that I didn't take is do everything that makes you happy. Being the eldest daughter in the family, I carry a lot of responsibilities and that pressures me. I should take life seriously and I should refrain from doing silly things that can disappoint my family, especially my parents. I always follow what my parents wants me to do. Since I was young, I tend to excel in everything to make my parents proud. I always care about what other people might say. I know this mindset is wrong but I am afraid to fail. Right now, I manage to have a little fun in life but not too much fun. I always know my limitations.

Title: Answering Support Tickets Test

Name: Alyssa Marie P. Suarez

Date Taken: 13/04/2022 12:32:55

I am unable to open the Excel spreadsheet that you sent me yesterday (designed in Office 2007). I am currently using Office 2003. Can you please let me know how I can open the spreadsheet? - Jane

Hello Jane,

I recommend to update your Office 2003 to Office 2007. Some features might not be available since you have an outdated Excel spreadsheet.Â

I've been trying to log in to my account for hours now. It says "Username or Password incorrect." I am 100% certain that I am entering the correct info. Do you know why this is happening? - Jenny

Hello Jenny,

Kindly check if the capslock button is on. Also, check the spelling of the information that you are entering. There might be uppercases instead of lowercases.Â