

# CAP Exam Outline

Content Categories	Percentage of Examination
1. Organizational Culture and Leadership	20%
2. Business Communication and Deliverables	16%
3. Software, Data, and the Internet	10%
4. Office and Records Management	17%
5. Meeting, Event, and Project Management	19%
6. Operational Functions	19%

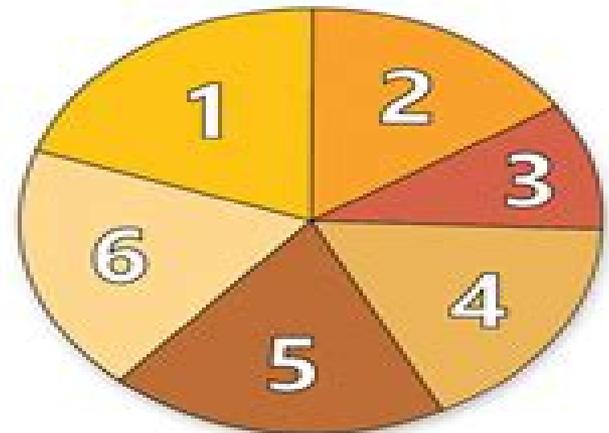
**Mometrix** TEST PREPARATION

**Time limit:** 3 hours

**Total questions:** 200-225

**Question format:** Multiple-choice

**Delivery format:** Computer-delivered



# Cap Certification Study Guide

**Wolfgang Guggemos**



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