

Secretarial Tests Skills

Secretary 1 – Beginning Word 2010 (30%)

To successfully complete this test, you should be able to:

- Open and close a document
- Save a document
- Change the format of text
- Align text
- Change page margins and orientation
- Print specific pages
- Adjust text spacing
- Check spelling
- Create a table document
- Set tab stops
- Repeat text
- Display formatting marks
- Display text
- Insert paragraphs
- Cut or specific page
- Under and under articles
- Zoom
- Use Thesaurus

Secretary 2 – Intermediate Word 2010 (50%)

Secretary 3 – Intermediate Word 2010 (77%)

Same test, just a different score is required.

To successfully complete this test, you should be able to:

- Use Word's built in templates
- Use headers
- Use footers and numbering
- Use Page Numbers
- Create and use tables
- Find and replace text
- Merge and insert text
- Change paragraph spacing
- Apply borders
- Use Mail Merge
- Create custom images
- Use Send To
- Use Format Painter
- Insert Clips Art
- Insert page and section break
- Apply shading

Sample Legal Secretary Skill Test

Terry C. Jones



Sample Legal Secretary Skill Test:

Sample Legal Secretary Skill Test Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the ability of words has be much more evident than ever. They have the ability to inspire, provoke, and ignite change. Such is the essence of the book **Sample Legal Secretary Skill Test**, a literary masterpiece that delves deep into the significance of words and their impact on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

<https://crm.avenza.com/public/book-search/fetch.php/Opel%20Kadet%20Manual.pdf>

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