

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
- Indent paragraphs
- Go to specific page
- Under and over-underline
- 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

Arco Publishing Company



Sample Legal Secretary Skill Test:

The book delves into Sample Legal Secretary Skill Test. Sample Legal Secretary Skill Test is a crucial topic that must be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Sample Legal Secretary Skill Test, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Sample Legal Secretary Skill Test
 - Chapter 2: Essential Elements of Sample Legal Secretary Skill Test
 - Chapter 3: Sample Legal Secretary Skill Test in Everyday Life
 - Chapter 4: Sample Legal Secretary Skill Test in Specific Contexts
 - Chapter 5: Conclusion
 2. In chapter 1, the author will provide an overview of Sample Legal Secretary Skill Test. This chapter will explore what Sample Legal Secretary Skill Test is, why Sample Legal Secretary Skill Test is vital, and how to effectively learn about Sample Legal Secretary Skill Test.
 3. In chapter 2, the author will delve into the foundational concepts of Sample Legal Secretary Skill Test. The second chapter will elucidate the essential principles that need to be understood to grasp Sample Legal Secretary Skill Test in its entirety.
 4. In chapter 3, this book will examine the practical applications of Sample Legal Secretary Skill Test in daily life. The third chapter will showcase real-world examples of how Sample Legal Secretary Skill Test can be effectively utilized in everyday scenarios.
 5. In chapter 4, this book will scrutinize the relevance of Sample Legal Secretary Skill Test in specific contexts. The fourth chapter will explore how Sample Legal Secretary Skill Test is applied in specialized fields, such as education, business, and technology.
 6. In chapter 5, the author will draw a conclusion about Sample Legal Secretary Skill Test. The final chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Sample Legal Secretary Skill Test.

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