

## 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 School Secretary Spelling Test

**Michael Hoelscher**



**Sample School Secretary Spelling Test:**

## Adopting the Song of Term: An Psychological Symphony within **Sample School Secretary Spelling Test**

In some sort of eaten by screens and the ceaseless chatter of quick interaction, the melodic splendor and psychological symphony developed by the written term frequently fade in to the back ground, eclipsed by the relentless noise and interruptions that permeate our lives. But, nestled within the pages of **Sample School Secretary Spelling Test** a charming fictional prize brimming with raw thoughts, lies an immersive symphony waiting to be embraced. Constructed by an outstanding musician of language, this interesting masterpiece conducts viewers on a mental trip, well unraveling the concealed tunes and profound affect resonating within each carefully constructed phrase. Within the depths of the touching evaluation, we can investigate the book is main harmonies, analyze their enthralling writing design, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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