

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

DP Hallahan



Sample Legal Secretary Skill Test:

Unveiling the Power of Verbal Art: An Mental Sojourn through **Sample Legal Secretary Skill Test**

In a world inundated with screens and the cacophony of immediate interaction, the profound power and psychological resonance of verbal art usually disappear in to obscurity, eclipsed by the continuous barrage of noise and distractions. However, situated within the musical pages of **Sample Legal Secretary Skill Test**, a captivating perform of fictional beauty that pulses with natural feelings, lies an unique journey waiting to be embarked upon. Published by a virtuoso wordsmith, that magical opus manuals readers on a mental odyssey, softly revealing the latent potential and profound influence stuck within the delicate internet of language. Within the heart-wrenching expanse with this evocative analysis, we will embark upon an introspective exploration of the book is central themes, dissect their charming publishing design, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

https://crm.avenza.com/data/browse/index.jsp/Scope_Of_Economics_Paper_2_For_November.pdf

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