

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

R Pring



Sample Legal Secretary Skill Test:

Adopting the Track of Appearance: An Emotional Symphony within **Sample Legal Secretary Skill Test**

In a world consumed by screens and the ceaseless chatter of quick conversation, the melodic splendor and psychological symphony created by the published word usually fade into the back ground, eclipsed by the constant sound and disruptions that permeate our lives. However, located within the pages of **Sample Legal Secretary Skill Test** an enchanting literary treasure full of fresh emotions, lies an immersive symphony waiting to be embraced. Constructed by an outstanding musician of language, that captivating masterpiece conducts viewers on an emotional trip, well unraveling the concealed songs and profound influence resonating within each cautiously constructed phrase. Within the depths of this touching assessment, we will discover the book is central harmonies, analyze its enthralling publishing model, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

https://crm.avenza.com/book/Resources/HomePages/Owneras_Manual_Mini_Cooper_S.pdf

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