

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

Liying Dong



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In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing short of extraordinary. Within the captivating pages of **Sample Legal Secretary Skill Test** a literary masterpiece penned with a renowned author, readers embark on a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting impact on the hearts and minds of people who partake in its reading experience.

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web abbreviation description 98 lati lateral 99 lb s pound s symbol for pounds 100 lg length long level gauge 101 lin ft liner

feet 102 lj lap joint flange 103 llc liquid level controller 104 lol latrolet 105 lp line pipe 106 lr long radius 107 m meter one thousand 108 m f male and female ends 109 mat

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