Secretarial Tests Skills

Secretary 1 - Beginning Word 2010 (82%)

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 line spacing
- → Check spelling
- → Create a blank document
- → Set tab stops
- → Select text
- → Display formatting marks
- → Display ruler
- → Indent paragraphs
- → Go to specific page
- → Undo and redo actions
- → Zoom
- → Use Thesaurus

Secretary 2 - **Intermediate** *Word 2010 (68%)*

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 bullets and numbering
- → Use Page Numbers
- → Create and sort tables
- → Find and replace text
- → Move and insert text
- → Change paragraph spacing
- → Apply borders
- → Use Mail Merge
- → Create custom margins
- → Use Send To
- → Use Format Painter
- → Insert Clip Art
- → Insert page and section break
- → Apply shading

Unlike Word where one test serves for both Secretary 2 and 3 and only the score differs, In Excel, you take the proper level of Excel test. Thus, secretaries already at the Secretary 2 level, moving up to a Secretary 3, could use the Secretary 2 Excel test for practice.

Secretary 2 - Beginning Excel 2010 (67%)

To successfully complete this test you should be able to:
- ➔ Open a workbook
- ➔ Rename a worksheet
- ➔ Move a worksheet
- ➔ Copy, and paste cell contents
- ➔ Align cell contents
- ➔ Clear cell contents
- ➔ Insert new worksheet
- ➔ Insert columns and rows
- ➔ Create a formula
- ➔ Change column width
- ➔ Delete rows
- ➔ Enter data into cells
- ➔ Use Page Break Preview
- ➔ Navigate between worksheets
- ➔ Format cell contents

Secretary 3 - Beginning and Intermediate Excel 2007 (75%)

To successfully complete this test you should be able to:
- ➔ Open a workbook
- ➔ Rename a worksheet
- ➔ Move a worksheet
- ➔ Copy, and paste cell contents
- ➔ Align cell contents
- ➔ Clear cell contents
- ➔ Insert new worksheet
- ➔ Insert columns and rows
- ➔ Create a formula
- ➔ Change column width or row height
- ➔ Delete rows
- ➔ Enter data into cells
- ➔ Use Page Break Preview
- ➔ Navigate between worksheets
- ➔ Format cell contents
- ➔ Print a section of a worksheet
- ➔ Increase number of decimal places
- ➔ Create a chart