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