

Pre-Employment Testing, Minimum Requirements per Grade Level, MS Office 2007 (Access 2003)

	CLERK	SECRETARY
Grade III	(No pre-employment testing) Accurate keyboarding, working knowledge of Windows operating systems, Data Entry: Enter data accurately Internet: Navigate, open, print and save pages, utilize Help function	
Grade IV	Word: Fundamentals Excel: Fundamentals Outlook: Fundamentals Power Point: None Access: Fundamentals	
Grade V	Word: Fundamentals Excel: Fundamentals, Editing a Worksheet (multiple spreadsheets), Formatting a Worksheet (spreadsheet), Managing Workbooks (multiple spreadsheets) Outlook: Fundamentals, Using the Calendar and Working with Contacts Power Point: None Access: Fundamentals, Creating & Working with a Database, Finding, Filtering & Formatting Data	Word: Fundamentals, Formatting the Page and Performing a Mail Merge Excel: Fundamentals Outlook: Fundamentals, Using the Calendar and Working with Contacts Power Point: Fundamentals Access: None Typing Speed: 45 wpm
Grade VI	Word: Fundamentals Excel: Fundamentals, Editing a Worksheet(multiple spreadsheets), Formatting a Worksheet (spreadsheet), Managing Workbooks (multiple spreadsheets) Outlook: Fundamentals, Using the Calendar and Working with Contacts Power Point: None Access: Fundamentals, Creating & Working with a Database, Finding, Filtering & Formatting Data	Word: Fundamentals, Formatting the Page and Performing a Mail Merge Excel: Fundamentals Outlook: Fundamentals, Using the Calendar and Working with Contacts Power Point: Fundamentals, Presentation Basics and Formatting a Presentation Access: Fundamentals Typing Speed: 50 wpm
Grade VII	Word: Fundamentals, Formatting the Page and Performing a Mail Merge Excel: Fundamentals, Editing a Worksheet(multiple spreadsheets), Formatting a Worksheet (spreadsheet), Managing Workbooks (multiple spreadsheets), More Functions & Formulas, and Working with Macros Outlook: Fundamentals, Using the Calendar and Working with Contacts Power Point: None Access: Fundamentals, Creating & Working with a Database, Finding, Filtering & Formatting Data, Working with Forms and Working with Reports	Word: Fundamentals, Formatting the Page and Performing a Mail Merge, Collaborating with Other Programs, Working with Forms, Working with Templates. Excel: Fundamentals Outlook: Fundamentals, Using the Calendar and Working with Contacts, Advanced Topics Power Point: Fundamentals, Presentation Basics and Formatting A Presentation, Working with Tables, Working with Charts & SmartArt, Delivering a Presentation Access: Fundamentals, Creating & Working with a Database, Finding Filtering & Formatting Data Typing Speed: 55 wpm