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The goal of the Kenexa Prove It typing test is to measure the speed and accuracy of a test-taker's typing. During the test, you will be presented

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timed, except for the Typing test. However, on average, it would take candidates about 15 to 30 minutes in order to finish a non-technical assessment. On the other hand, it would take 45 to 60 minutes for a technical assessment. A typing test, in general, would take around 3 to 5

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this set (30) Open Email. Click on the
email. Reply to Email. In the To, CC or
BCC box, click REPLY. Create New

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Message with an Attachment. HOME -
NEW EMAIL - in the MESSAGE
window, ATTACH FILE.

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2.A view of the Edit Business Card
dialog box, with the corresponding

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fields filled in with John Doe's info
Whenever you add a contact in Outlook, it automatically creates a business card of it. To view or edit the business card, click on the "contact" icon present in the "navigation pane" and then "double click" on the contact you want view or edit.

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In this test candidates are required to understand the principles of Microsoft Outlook and demonstrate they are able to competently navigate the software, send and

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~~Answers~~ receive email, create new appointments and perform essential and common daily tasks.

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A quick review of important exam questions for employment based test

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and MOS certifications. For MOS
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Word Test . This test assesses the
ability of the candidate to use basic

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Answers
word documents along with different tools. The candidate must know how to use formatting tools, page layout tools and so forth. Excel Test . It is designed to test the ability of the candidate in using relevant tools to enter accurate data, generate charts and use formulas.

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