



Microsoft Word Skills Assessment



Prerequisites: Introduction to Computers or equivalent

This questionnaire is to gauge your existing Microsoft Word skills to help us accurately assess your current level for training.

Topics Can you.....	Can Perform	Can Perform with Assistance	Cannot Perform
▶ Create, save & print documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Edit text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Use Spell & grammar check a document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Format characters & paragraphs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Add bullets and numbering automatically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Set tabs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Create tables plus edit, format, sort text & use calculations and tabs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Use format painter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Create and use AutoText and AutoCorrect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Create Mail Merge documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Create and customise headers & footers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Insert and format pictures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Use styles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Create templates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Create table of contents and indexes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Use outline view	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Create macros	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Use newspaper style columns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Create forms using Forms Toolbar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ Use advanced options with Mail Merge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name:

Company: