

This section of the questionnaire is to gauge your existing Microsoft Word skills at an introductory level. If you can perform (with or without assistance), most of the tasks below you are have the necessary skills to enrol in the Word Intermediate level course.

Topics Can you.....	Can Perform	Can Perform with Assistance	Cannot Perform	How recently have you done this? (If applicable)
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

This section of the questionnaire is to gauge your existing Microsoft Word skills at an intermediate level. If you can perform (with or without assistance), most of the tasks below you are have the necessary skills to enrol in the Word Advanced level course.

Topics Can you.....	Can Perform	Can Perform with Assistance	Cannot Perform	How recently have you done this? (If applicable)
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 table of contents and indexes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Name:

Company:

Please contact a TP human capital training representative to discuss your options further.