

**Organisation Name Pre-Training Assessment**

**Microsoft Word**

To help you increase your skills through effective training, please help us ensure your needs are met by completing the form below. Use the tab key to move around the form, type in your details in the top section, then use the mouse or spacebar to place a check mark in the appropriate box, Yes, No or N/A (not applicable) for the questions. The end of the form is free text for your comments.

**Name:** ..... **Job Title:** .....  
**Dept** ..... **Tel:** ..... **Date:** .....

	Yes	No	N/A
1. Have you used a word processor before? If yes which version?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Are you able to create a simple document using the following:			
• Bold, Underline, Centre, Font Changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Save, Print, Close and Open Files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Selecting text and navigating the document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Can you format a document by:			
• Using Cut, Copy, Paste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Changing Margins and Setting Tabs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Applying Bullets and Numbering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Creating Indents and Hanging Indents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Adjusting Paragraph and Line spacing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Applying Borders and Shading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Organising Text Flow, page breaks, keep paragraphs together	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Using Columns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. With multiple page documents do you know how to:			
• Use Headers, Footers and Page Numbering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Use Spell check and AutoCorrect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Use Find and Replace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Insert Section Breaks to apply different formatting e.g. portrait/landscape pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Use AutoText or QuickParts (2007/2010 only) to insert standard paragraphs, logos ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Can you use the following:			
• Tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Drawing Tools/Shapes, WordArt, Pictures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• SmartArt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Styles, Outlines, Table of Contents and Indexes, Footnotes, Cross references...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Track Changes, Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• MailMerge, Envelopes and Labels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Linking Excel Charts to Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Templates and Forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Macros to speed up common tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



6. What level of understanding do you need to achieve? <ul style="list-style-type: none"><li>• Basic - letter writing and formatting</li><li>• Intermediate – enhanced formatting and speeding up processes</li><li>• Advanced – report writing with graphics and Excel links</li></ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
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Please use the space below to let us know any other details, such as features you currently use in your job or any special requirements for training that you may have: