

Skills Assessment Form

Use this form to gauge your understanding of **Word**. For each item listed, rate your familiarity from 1 to 3. (1) indicates you are unfamiliar with that skill while (3) indicates you understand that skill fully.

Course Level	Skill/Concept	1 Un-familiar	2 Partly Familiar	3 Very Familiar
Foundational Getting Up to Speed	Understand program purpose and primary role.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Identify Application window components: Quick Access Toolbar, Ribbon, Command Tabs, Command Sets, Dialog Launchers, Contextual Tabs, and Status Bar Components.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Identify Document components: Non-Printing Characters, I-Beam, Insertion Point, Ruler, Tabs, Indent Markers, Margins.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Quantify default document file attributes: size, orientation, and styling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Understand critical data entry principles (Find/Replace, backspace vs. delete, word-wrap, spacebar, tab, enter, and shift+enter).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Understand critical navigation principles (Go To, PgUp, PgDn, Home, Ctrl+Home, Ctrl+End etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use time-saving text selection techniques (Ctrl+Click, Double Click, Selection Bar)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use cut, copy, paste, paste-options, delete and the clipboard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Identify undo, redo, repeat, autocomplete, and autocorrect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Differentiate between character and paragraph formatting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Apply, manipulate, copy, and reset formatting (font, size, color, special effects, alignment, indentation, spacing, tabs, and lists.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Identify variances between tabs and tables. (Including setup, manipulation, and conversion).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Identify and resolve spelling, grammatical, and contextual errors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use the thesaurus and look-up features.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Identify automatic versus manual page breaks. Add and remove manual page breaks and understand how Word flows text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manipulate page borders, vertical alignment, page orientation and margins.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Implement headers and footers; including header/footer attributes & options such as position, built-in vs. custom, as well as different first page and different odd/even pages settings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Expert Handy Features	Use Document Sectioning to control layout.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Convert text to a table; or table to text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Format cells, rows, columns and entire tables using direct formatting and styles. Includes formatting text as well as cells, rows, columns, tables.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Manipulate table attributes; height, width, alignment, text direction & padding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Modify table structure; merge, split, draw, delete and insert table components.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Perform calculations in a Word table. Understand limitations (know when to use Excel).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Expert Continued	Produce a chart in Word. Articulate limitations (know when to use Excel).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Generate documents (letters, envelopes, labels, email, directories) using Word's 'Mail Merge' tool.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Understand, apply and modify styles to automate formatting changes. Including understanding style sets, styles types, style area pane, style inspector, and reveal styles task pane.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Understand and manipulate the Normal Template.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Access and use built-in and on-line templates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Identify standard template components. Create and use custom templates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create and Use Building Blocks to automate document creation- including storage and organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create custom building blocks; and then set and modify properties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Describe, build and use a Macro to automate a process or procedure. (Including displaying/using the Developer Tab, understanding where macros are stored, how to 'run' a macro and security issues.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Power User Complex Manuscript Features, Document Administration & Collaboration, Form Tools	Discuss the 'text' layer and where graphics are positioned when inserted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Manipulate graphic placement (layer, position & text wrap).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Resize, crop and compress pictures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Understand Word's Review Tools: including comments, track changes, and compare & merge.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Understand Word's document security and protection tools: including adding formatting & editing restrictions, and digital signatures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Change and/or remove document information (including personal information).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Add and use Bookmarks. (Including for 'Go To' and 'Cross Reference' purposes.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Display and use Word's Navigation Pane.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Insert and manipulate endnotes, footnotes, captions, and cross references.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Prepare a bibliography, including inputting & managing sources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mark a document for indexing. Generate an index.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Generate a Table of Figures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create a Table of Authorities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Discuss how Heading Styles prepare a document for automatic Table of Contents generation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Generate a Table of Contents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Discuss the benefits of a 'Master Document'.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create a Master Document and insert sub-documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Discuss forms and form tool options (as well as limitations) in Word.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Understand form content control types and properties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Build a form using text, drop-down, combo, date, picture, check-box and building block content controls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compare and contrast Word's legacy form tools, the new content control tools, and ActiveX controls (including form protection).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	