**Pre Training Assessment**

**Microsoft Word**

At Reboot Computer Training, our commitment is to help you increase your computer skills through interesting and effective training sessions. Please help us ensure your training needs are met by completing the information on this sheet and returning it to your manager, or directly to us at the contact below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Date:** |  |
| **Company:** |  | **Phone:** |  |

Please indicate which of the following skills and/or features of Word you feel confident about by ticking the relevant boxes.

**Word Introduction**

Open a document

Close a document

Save a document

Use the help feature.

Select (highlight) text and format, e.g. bold, italics, font size.

Apply paragraph formatting, e.g. left align, right align, line spacing.

Change margins

Change page orientation from portrait to landscape

Insert a basic table.

Insert graphics.

Insert headers and footers.

Spellcheck documents.

Preview and print your document.

**Word Intermediate**

Create and edit templates.

Understanding the office clipboard.

Use symbols, special characters, and hyphens.

Use autocorrect and building blocks.

Apply bullets and numbering

Create, modify, and format tables.

Insert columns.

Use styles.

Insert page breaks and section breaks

Insert, group and ungroup shapes

Wrap text around a graphic

**Submit your completed form:**

Email as an attachment to [**admin@reboottraining.co.nz**](mailto:admin@reboottraining.co.nz)

**Word Advanced**

Create and modify styles.

Creating unique headers and footers

Use referencing including TOC, indexes, bookmarks and cross references

Create fillable forms.

Password protect documents

Create a master document

Conditional mail merging

Record and run macros.

Inserting and editing text boxes

Understanding linking vs embedding data