

WORD – CHECK YOUR OFFICE SKILLS

Company		Name	
Dept.		Tel	

Functionalities	Need :
<p><u>Correspondence (the Basics)</u></p> <p>Create simple documents such as standard letters, memos, faxes ... Master the the 2010 environment. Master paragraph setup (indents, tabs, borders) and page setup (margins, orientation, header & footer ...). Create simple tables</p>	<p>Mastered Learn Refresh No need</p>
<p><u>Mail Merge</u></p> <p>To send a document such as an offer, a report, greeting cards at the end of the year ... to more than one recipient</p>	<p>Mastered Learn Refresh No need</p>
<p><u>Long Documents</u></p> <p><i>Simple</i> : create documents with "chapters" such as a report, a synthesis, a trading offer, a memoir and so on. These documents are "hierarchized" in levels and will therefore need a table of contents at the beginning.</p> <p><i>Advanced</i> : set a special setup applied to a portion of the document only such as special margins, special page numbering because of a long table of contents, landscape orientation on some pages ... Insert footnotes and cross-references.</p>	<p>Mastered Learn Refresh No need</p>
<p><u>Illustrated Documents</u></p> <p>Create documents that include illustrations such as imported pictures, screen captures, SmartArt diagrams, charts ... Work with "floating" pictures (i.e. pictures that you can "freely" drag around and place on the page). Create a graphic object directly into Word by using Excel (a table, a chart), PowerPoint (a slide). Copy-paste an existing graphic from another program linking it to the source file.</p>	<p>Mastered Learn Refresh No need</p>
<p><u>Templates and Forms</u></p> <p>Create templates to retrieve any pre-set text, a specific page setup, automatic fill-in boxes ... Master the Word global templates such as Normal.dotm and Building Blocks.dotx. Add form fields such as text boxes, option buttons, combo boxes and drop-down lists</p>	<p>Mastered Learn Refresh No need</p>
<p><u>Tips and Tricks / Custom</u></p> <p>Functionalities often ignored by users or simply not fully mastered (keyboard shortcuts, leader, multi-level lists ...)</p> <p>Special functionalities such as Track Changes</p>	<p>Mastered Learn Refresh No need</p>

Any other special needs ?