

INTRODUCTION TO MICROSOFT WORD COURSE OUTLINE

Pre-requisites

An Introduction to PC's and a familiarity with Windows is desirable as well as familiarity with keyboard and mouse skills.

Objectives

Upon completion of this course, participants will be able to efficiently use the basic features of Microsoft Word and should be able to:-

- Create Documents
- Edit text
- Save Documents
- Format Text
- Print Documents
- Work with multiple documents
- Apply bullets & numbering
- Use Tabulation

Duration

One Day - 9am-4pm



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88 Burswood Road,
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Pre-Course Self Assessment MICROSOFT WORD

The information provided will assist us in assessing the level of the Microsoft Word training course suited to your requirements. If you need any assistance in deciding on which course to attend, you can email this form back to as an attachment to support@caman.com.au or alternatively you can print it out and fax it back to us on (08) 9470 9955.

Name: _____

Do you currently use Microsoft Word?

Yes No

What tasks do you currently use Microsoft Word for?

Which Tasks Can You Perform Proficiently:

Tick if can
do

Do You Need to be
Able to?

Yes No

Introduction

Create a new document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use the Toolbar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retrieve/Open existing documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Save documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Print documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use fonts, bold, italics, underlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit text-move, cut, copy, delete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check spelling and grammar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use the Thesaurus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Format paragraphs-indents, tabs, bullets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert pictures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Intermediate

Format a whole document in one action using the AutoFormat feature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create templates for commonly used documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create tables in a document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Which Tasks Can You Perform Proficiently:

Tick if can do **Do You Need to be Able to?**

Yes **No**

Construct a graph from a table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use the Mail Merge to send multiple copies of the same letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert symbols and fields such as dates, ©, ®, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use section breaks to have multiple layouts in the one document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Find and replace text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert page numbers in a document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change linear text to columns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert decorative large first letter capitals into a document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add headers and footers to a document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert commonly used text using Autotext	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Advanced

Create styles to add consistent and quick formats to a document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create commonly used forms (ie. Memos) using form fields	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with different page views to create large documents quickly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use cross references	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert footnotes and annotations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create Indexes and Tables of Contents'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customise Word such as toolbars, menubars, and the keyboard commands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create macros to automate your work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import graphics and ClipArt (Pictures)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import documents/spreadsheets from other applications such as Excel/Quattro Pro	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adding frames and borders to a document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thank you for completing this questionnaire.



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