

Word Assessment

Please check off the amount of knowledge you have with each topic listed. Make additional notes if required.

| | | | |
|-----------|--|---------------|--|
| Name: | | Company Name: | |
| Position: | | Email: | |

| | |
|--|-----------------------------|
| How many years have you used this program? | What version are you using? |
|--|-----------------------------|

Introductory Level

| Topic | No, Never | Sometimes | Yes, Always |
|---|-----------|-----------|-------------|
| Have you used the Double-click method to select text? | | | |
| Do you know what Non Printing Characters are? | | | |
| Do you use the keyboard (not using just arrow keys) to move around quickly in a document? | | | |
| Do you use the Tool Bars often? | | | |
| Do you select text using methods other than click & drag? | | | |
| There are 6 different methods for selecting text. | | | |
| Do you Cut, Paste, Copy and Move Text? | | | |
| Do you use Undo and Redo? | | | |
| Do you use the Indent feature to indent your Paragraphs? | | | |
| Do you use different Alignment styles on your Paragraphs? | | | |
| Can you create a Page Break? | | | |
| Do you Set your Margins in a document? | | | |
| Have you ever changed the Paper Size or Orientation for a document? | | | |
| Do you use the AutoFormatting feature? | | | |
| Do you create Headers and Footers in your documents? | | | |
| Do you use AutoCorrect? | | | |
| Do you use AutoText? | | | |

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| Topic | No, Never | Sometimes | Yes, Always |
|---|-----------|-----------|-------------|
| Do you create Borders and apply Shading? | | | |
| Do you use the Spell Checker & Thesaurus? | | | |
| Can you Insert Symbols into your documents? | | | |
| Do you create Bulleted lists or Numbered lists? | | | |
| Have you used the Double-click method to select text? | | | |
| Do you know what Non Printing Characters are? | | | |
| Do you use the keyboard (not using just arrow keys) to move around quickly in a document? | | | |

Intermediate Level

| Topic | No, Never | Sometimes | Yes, Always |
|---|-----------|-----------|-------------|
| Do you work with Multiple Documents and move back & forth from one document to another? | | | |
| Have you used the Find File Feature? | | | |
| Do you create document Templates? | | | |
| Do Find and Replace Text in your documents? | | | |
| Do you generating Envelopes and Labels? | | | |
| Do you use the Merge Process in create multiple letters or documents? | | | |
| Have you created a Table in a document? | | | |
| Can you adjust the Table's size, columns, or rows? | | | |
| Can you convert Text to a Table? | | | |
| Do you know how to Format groups of rows or columns in your Table? | | | |
| Have you created Columns in your documents? | | | |
| Do you change your Margins within a Document? | | | |

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| Topic | No, Never | Sometimes | Yes, Always |
|---|--------------|-----------|----------------|
| Have you used the Styles menu to Define & Apply styles? | | | |
| Have you inserted a Table of Contents in a document? | | | |
| Do you work with Multiple Documents and move back & forth from one document to another? | | | |

Other Notes, areas that you want to specifically learn more about:

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From time to time we send out a Newsletter with valuable tips and tricks. This is a great way to extend your learning. Please check this box & sign below to authorize us to include you in our mail-outs.

Signature