

Pre Training Assessment Word

At Ardito, 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

Manage documents, get help, and make simple editing changes.
Edit and check text.
Format text.
Change the page layout and view, and use page numbers, headers and footers.
Change paragraph formatting.
Preview and print your document.

Word Intermediate

Use the Thesaurus
Use AutoCorrect, AutoComplete, AutoText, and AutoFormat.
Use symbols, special characters, and hyphens.
Create, modify, and format tables.
Create and modify columns.
Use styles and templates.
Format sections.
Create, view, and edit outlines.
Merge documents and create envelopes and labels
Use Smart Art graphics

Word Advanced

Set paragraph text flow and add borders and shading to paragraphs.
Create and modify styles.
Record, run, edit, delete, copy, and rename macros.
Customise Word/change user settings
Create templates and manage items in templates.
Create fillable forms.
Insert and modify charts.
Insert and modify graphics and create drop caps and watermarks.

Submit your completed form:

Email as an attachment to admin@ardito.co.nz

Or

Fax document on **07 857 0771**
Attention – Administration