

## 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 Complete & Return to:

**Fax: Attention – Administration on 07 857 0771 or scan and email back to us:**

**Email:** [admin@ardito.co.nz](mailto:admin@ardito.co.nz)

Please indicate which of the following features of Word you feel **confident** with by placing a “√” in 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.
- Use Web technology in documents.
- Merge documents and create envelopes and labels

### 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 toolbars and menus and assign shortcut keys.
- Create templates and manage items in templates.
- Create printed and online forms.
- Insert and modify charts.
- Insert and modify graphics and create drop caps and watermarks.

This is to confirm that the information given above is correct

Ver.1.1

Signed \_\_\_\_\_ dated \_\_\_\_\_