

The wise choice for all your training needs...

Academy Training
Solutions Limited



01483 331 988



www.academytrainingsolutions.co.uk

Name: _____ Date: _____

Company: _____ E-mail: _____

Microsoft Word Pre-Course Evaluation

This form enables us to assess your knowledge before the training and decide which level courses would best suit you. Our aim is for you to get the most out your training.

Please answer honestly Yes, No or Unsure to the following questions:

		Yes	No	Unsure
1	Do you know how to maximise your screen?			
2	Are you able to create a new document?			
3	Can you find and open documents in Word?			
4	Can you save a document in Word?			
5	Do you use the Word ribbon & tabs?			
6	Can you customise the ribbon?			
7	Have you used the undo and redo buttons?			
8	Do you use the Cut, Copy and Paste functions?			
9	Do you know how to use tables?			
10	Can you create a header and footer?			
11	Can you change formatting?			
12	Can you print a document from Word?			
13	Do you customise the Word Options?			
14	Do you use the Navigation pane?			
15	Do you work with multiple documents?			
16	Can you merge cells in a table?			
17	Do you use styles in a document?			
18	Can you use bullets and numbering?			
19	Do you use Building Blocks / Quick Parts?			
20	Can you set sections and breaks?			
21	Can you use Headers and Footers?			
22	Could you use Mail Merge?			
23	Can you create SmartArt?			
24	Can you insert a Table of Contents?			
25	Do you use the footnotes or endnotes?			
26	Can you use the tool that tracks changes made in a document?			
27	Do you insert comments into a document?			
28	Do you create and use macros?			
29	Can you create an electronic form in Word?			
30	Can you assign macros to the keyboard and QAT / Tabs?			
31	Can you insert an Index?			