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

- ☐ Open a document
- ☐ Close a document
- ☐ Save a document
- ☐ Use the help feature.
- ☐ Select (highlight) text and format, e.g. bold, italics, font size.
- ☐ Apply paragraph formatting, e.g. left align, right align, line spacing.
- ☐ Change margins
- ☐ Change page orientation from portrait to landscape
- ☐ Insert a basic table.
- ☐ Insert graphics.
- ☐ Insert headers and footers.
- ☐ Spellcheck documents.
- ☐ Preview and print your document.

Word Intermediate

- ☐ Create and edit templates.
- ☐ Understanding the office clipboard.
- ☐ Use symbols, special characters, and hyphens.
- ☐ Use autocorrect and building blocks.
- ☐ Apply bullets and numbering
- ☐ Create, modify, and format tables.
- ☐ Insert columns.
- ☐ Use styles.
- ☐ Insert page breaks and section breaks
- ☐ Insert, group and ungroup shapes
- ☐ Wrap text around a graphic

Word Advanced

- ☐ Create and modify styles.
- ☐ Creating unique headers and footers
- ☐ Use referencing including TOC, indexes, bookmarks and cross references
- ☐ Create fillable forms.
- ☐ Password protect documents
- ☐ Create a master document
- ☐ Conditional mail merging
- ☐ Record and run macros.
- ☐ Inserting and editing text boxes
- ☐ Understanding linking vs embedding data

Submit your completed form:

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