



Microsoft Word

Advanced

Pre Course Questionnaire

Please put a cross in the appropriate box - **A** = No knowledge – **B** = Some knowledge - **C** = Competent

Styles

- Creating & applying styles
- Modifying styles
- Printing styles
- Displaying style names
- Copy to another document
- Using the style gallery
- Using the document map

A	B	C

Outline view

- Working in outline view
- Promoting & demoting text

A	B	C

Automatic referencing

- Inserting cross referencing
- Inserting a caption
- Creating a table of contents
- Creating an index
- Creating other tables
- Updating a table
- Inserting section breaks

A	B	C

Templates

- Creating templates
- Using the template wizard

A	B	C

Macros

- Creating & editing macros
- Running a macro
- Assign buttons, menus/keys

A	B	C

Document Properties

- Creating master documents
- Using comments
- Track-accept-reject changes
- Apply document protection

A	B	C

Fields & form fields

- Using & updating fields
- Using form fields

A	B	C

Objects

- Insert & format charts
- Inserting objects
- Hyperlinks

A	B	C

Link to other applications

A	B	C

Web pages

- Use of a web page template
- Create & edit a web page
- Creating hyperlinks
- Adding scrolling text
- Creating a form
- Adding background sound

A	B	C

E-mail

- Create and send E-mail
- Change message priority
- Attach files to a message
- Change message options

A	B	C

Name: _____
Organisation: _____

Training date _____
Signed: _____