

**Microsoft Word**

**Intermediate**

**Pre Course Questionnaire**

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

**Multiple documents**

Switching documents

Using cut copy & paste

Insert documents

Headers & footers

Line spacing & numbering

| A | B | C |
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**Tables**

Creating tables

Formatting tables & deleting

Manipulate columns & rows

Converting text to a table

Inserting formulas

Using auto-format

Creating nested tables

Merging & splitting cells

Sorting within a table

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**Document manipulation**

Changing paper size

Printing specific pages/text

Inserting a page break

Changing margins

Centre a document vertically

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**Word options**

Summary & statistics

Saving a version

Recovering lost work

Creating passwords

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**File management**

Creating a new folder

Moving & copying files

Renaming & deleting files

| A | B | C |
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**Mail merge**

Create/edit a main document

Create/edit a data source

Merging documents

Querying a data source

Merging label & envelopes

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**Desktop publishing**

Insert Word-art & Clipart

Insert/delete a picture

Move/resize a picture

Using click and type

Inserting picture bullets

Create/link text boxes

Using Auto-shapes

Using drawing objects

Aligning & grouping objects

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**Borders & columns**

Insert automatic border

Paragraph & page borders

Using Columns & balancing

Master head

Column breaks

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**Customising word**

Create/customise toolbars

Changing word options

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Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Training date \_\_\_\_\_

Signed: \_\_\_\_\_