Microsoft Word — Introductory

Pre Course Questionnaire

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

Fundamentals	**A**	**B**	**C**
Menus			
Toolbars			
The task Bar			
Help			
Documents			
Document views			
Entering text			
Creating a document			
Saving a document			
Opening a document			
Closing a document			
Editing text			
Cursor movement			
Inserting text			
Deleting text			
Selecting text			
Using undo and redo			
Changing case			
Using auto text			
Moving text			
Copying text			
Finding text			
Replacing text			
Copy and paste text			
Cut and paste text			

Printing	**A**	**B**	**C**
Using page setup			
Using print preview			
Printing			
Formatting text			
Using underling			
Using bold & italic			
Changing fonts			
Changing text size			
Apply font effects			
Applying animation			
Setting tabs			
Setting tab leaders			
Paragraph format			
Paragraph aligning			
Paragraph indenting			
Numbers & bullets			
Auto numbers & bullets			
Multilevel numbering			
Changing line spacing			
Changing paragraph spacing			
Tools			
Spell checking			
Grammar checking			
Using to go			
Using the browser			
Using the zoom control			
Using show/hide			

Name: _____ Training date: _____

Organisation: _____ Signed: _____