

IT Architecture, MS Word Training Assesment Form		
Word foundation	Include	Req Y/N
Saving documents		
Opening and closing documents		
Using online templates		
Manipulating text	format, insert, delete, undo and redo, copy, move	
Paragraph formatting	line break , aligning text, indenting paragraphs, applying single or double line spacing within paragraphs, applying spacing above or below paragraphs, applying bullets or numbering to a list	
Borders and shading	Use and modify borders, add shading, apply border to selected text	
Tabs	Tab stops, display a ruler, view tab marks	
Page orientation	page size, margins, page breaks, Headers and Footers, numbering automatic hyphenation	
Views and document navigation		
Inserting a table	insert, edit and modify tables	
Using graphics	insert , move and copy pictures, shapes, smartart , screen shots	
Using find and replace		
Cascading documents on screen		
Mail merge wizard		
Word Intermediate	Include	Req Y/N
Setting the user name		
Spell checking a document		
Adding words to the built-in custom dictionary		
Removing a word from the spell checking dictionary		
Printing options	print selection, choose printer, print copies, set pages per sheet	
Using the widow/orphan control	using 'keep lines together' or 'keep with next'	
Clipping screen shots		
Adding and removing a background		
Editing pictures	correct colours, add effects, compress pictures, use borders, crop pictures, wrap pictures	
Inserting section breaks	insert 'next page' or 'odd page' breaks, delete breaks	
Changing margins within sections		
Applying different headers and footers to each section within a document		
Applying different headers and footers		
Applying different headers and footers to odd and even pages		
Using watermarks		
Using Tables	merge or split tables, repeat table heading row, perform sorting	
Creating and inserting building block items		
Using paste special		
Adding a caption to a picture or table		
Inserting footnotes		
Creating a page cross-reference		
Word Advanced	Include	Req Y/N
Creating a master document	insert and unlink sub document	
Using track changes	track changes, accept or reject track changes, insert comments	
Comparing and combining documents		
Creating a table of contents		
Using object link	link objects from another document or from Excel	
Inserting hyperlinks		
Using macro		
Inserting a drop down field		
Using sum formula within a table		
Creating forms		
Protecting form text, fields or a document		
Modifying a mail merge recipient list	opening and sorting recipient list, edit fields or records	
Inserting if...then...else... fields		
Using merge criteria in a mail merge		
Marking a document as a final version		