

MS Word

You can use the following checks to assess your Word skills against our Standard Level Word course.

Use these skill levels to describe how well you know the features:

5. I feel competent with this feature and can use it confidently
4. I feel competent with this feature but I could benefit from support
3. I am aware of this feature, but would need some guidance in using it
2. I am not familiar enough with this feature to use it confidently
1. I am not familiar with this feature at all

Getting into Word

Using the Application	Current skill level
I can open and close Microsoft Word	1 2 3 4 5
I can open several documents	1 2 3 4 5
I can switch between open documents	1 2 3 4 5
I can create a new blank document	1 2 3 4 5
I can create a new document based on a template	1 2 3 4 5
I can save a document to a specific location	1 2 3 4 5
I can save a document under another name	1 2 3 4 5
I can save a document in another file type such as: text file, Rich Text Format, HTML, template, or a specific version of Word	1 2 3 4 5
I know how to change between different page views	1 2 3 4 5
I know how to use the Help function	1 2 3 4 5
I can close a document	1 2 3 4 5

Adjust Settings

I know how to use magnification or zoom tools	1 2 3 4 5
I can display and hide built-in toolbars (Word 2003) or use the Office Ribbon to locate tools (Word 2007)	1 2 3 4 5
I can display or hide non-printing characters	1 2 3 4 5
I can modify basic options e.g. user name, default folder for opening and saving documents	1 2 3 4 5

Basic Operations

I know how to insert text	1 2 3 4 5
I know how to insert special characters or symbols	1 2 3 4 5
I can select a character, word, line, sentence or paragraph	1 2 3 4 5
I know how to insert new characters or words into existing text, and over-type to replace text	1 2 3 4 5
I can use the undo / redo command	1 2 3 4 5
I can duplicate text within a document, and into another open document	1 2 3 4 5
I can move text within a document, and into another open document	1 2 3 4 5
I can delete text	1 2 3 4 5
I can search for a specific word or phrase	1 2 3 4 5

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Text Formatting

I know how to change text appearance: font size and font type	1 2 3 4 5
I can apply text formatting such as bold, italic and underline	1 2 3 4 5
I can apply subscript or superscript to text	1 2 3 4 5
I can change the case of existing text	1 2 3 4 5
I know how to apply different colours to text	1 2 3 4 5
I can copy formatting from one piece of text to another	1 2 3 4 5
I can apply an existing style to a word, a line or a paragraph	1 2 3 4 5

Paragraph Formatting

I can insert or remove paragraph marks	1 2 3 4 5
I can align text left, centre, right and justified	1 2 3 4 5
I can indent paragraphs with left, right, first line and hanging indents	1 2 3 4 5
I can adjust line spacing within paragraphs, e.g. single to double	1 2 3 4 5
I can set, remove and use tabs: left, centre, right and decimal	1 2 3 4 5
I know how to apply and remove bullets and numbers in a single level list.	1 2 3 4 5
I can change the style of bullets and numbers in a list from standard options	1 2 3 4 5
I can add a top and bottom border, a box border and shading to a paragraph	1 2 3 4 5

Document Formatting

I can change document orientation between portrait and landscape.	1 2 3 4 5
I can change paper size	1 2 3 4 5
I can change margins for an entire document: top, bottom, left and right	1 2 3 4 5
I know how to insert and delete page breaks in a document	1 2 3 4 5
I can add and modify text in Headers and Footers	1 2 3 4 5
I can add fields in Headers and Footers: date, page number, file location	1 2 3 4 5
I know how to apply automatic page numbering to a document	1 2 3 4 5

Tables

I know how to create a table ready for text insertion	1 2 3 4 5
I can insert and edit data in a table	1 2 3 4 5
I can select rows, columns, cells or an entire table	1 2 3 4 5
I can insert and delete rows and columns in a table	1 2 3 4 5
I know how to modify column width and row height	1 2 3 4 5
I know how to modify cell border width, style and colour	1 2 3 4 5
I know how to add shading to cells	1 2 3 4 5

Pictures, Images & Charts

I know how to insert a picture, a clip art image, and a chart into a document	1 2 3 4 5
I can select a picture, an image, or a chart in a document	1 2 3 4 5
I can duplicate a picture, image or chart within a document, and into another open document	1 2 3 4 5
I can move a picture, image or chart within a document and into another document	1 2 3 4 5
I can resize a picture, image or chart	1 2 3 4 5
I can delete a picture, image or chart	1 2 3 4 5

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Mail Merge

I understand the term mail merge and the concept of merging a data source with a main document, such as a letter or a label document	1 2 3 4 5
I can prepare a main document for a mail merge by inserting data fields	1 2 3 4 5
I can open and prepare a mailing list or other data file, for use in a mail merge	1 2 3 4 5
I can merge a mailing list with a letter or label document	1 2 3 4 5

Prepare Outputs

I understand the importance of proofing a document such as: checking the layout, presentation (margins, appropriate font sizes and formats) and spelling	1 2 3 4 5
I can spell-check a document and make necessary corrections	1 2 3 4 5
I know how to add words to a built-in custom dictionary	1 2 3 4 5
I can preview a document	1 2 3 4 5
I can choose print output options such as: entire document, specific pages, number of copies	1 2 3 4 5
I can print a document from an installed printer using default settings	1 2 3 4 5

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