

AD501: Microsoft Word Version 2002 (Office XP) Part 1

Name: _____

Date: _____

Employer/ Position (if applicable): _____

Rate yourself for the particular skill objective listed using the following scale.

1. Haven't learned yet.

2. Can do a little.

3. Can use effectively.

4. Accomplished user.

Objectives	Assessment Questionnaire			
Start Word	1	2	3	4
Use the Word menu system, Word toolbars and Word task panes	1	2	3	4
Display Help information	1	2	3	4
Reset the working folder	1	2	3	4
Enter text into the Document window	1	2	3	4
Save, print and close a document	1	2	3	4
Insert and delete text	1	2	3	4
Reverse an edit operation	1	2	3	4
Move and copy a text block	1	2	3	4
Apply attributes to text	1	2	3	4
Apply a new font and font size to text	1	2	3	4
Indent a paragraph	1	2	3	4
Create a numbered/bulleted list	1	2	3	4
Reset the left and right margins of a document	1	2	3	4
Reset the page orientation of a document	1	2	3	4
Set and clear tab stops in a document	1	2	3	4
Reset line and paragraph spacing in a document	1	2	3	4
Reset paragraph alignment in a document	1	2	3	4
Use the Spelling and Grammar Checker	1	2	3	4
Use the Thesaurus	1	2	3	4
Customize the AutoCorrect dictionary	1	2	3	4
Use a Word template to create a document	1	2	3	4
Insert a picture into a document	1	2	3	4
Preview and save a document as a Web page	1	2	3	4
Set up new users and groups	1	2	3	4