

## Answer these questions honestly!

- Can you move and copy text in a document?
- Do you apply different text formatting options?
- Are you able to automatically page number your documents?
- Can you tell what your tab stops are by viewing the ruler?
- Can you apply a Style to text?
- Do you know how to change the Quick Style set?
- Can you create a basic table?
- Are you able to add Watermarks?
- Do you know how to include headers and footers in your documents?

**Yes**

- Do you know how to create and format tables?
- Can you create calculations in tables?
- Can you create a custom list?
- Do you understand how to use section breaks?
- Do you know how to insert Quick Parts?
- Can you draw objects in your document or use WordArt?
- Can you wrap text around a picture?
- Are you able to format your documents into multiple columns?
- Are you able to create envelopes and labels?
- Can you create a merge document for a mass mailing?
- Can you write a macro in Word?

**Yes**

- Can you share your documents?
- Do you know how to track changes?
- Can you generate a Table of Contents or an Index?
- Do you know how to insert a Table of Authorities?
- Can you compare document versions?
- Can you add captions to pictures?
- Are you able to maneuver around a Master Document?
- Do you know how to restrict access to your documents?
- Can you create footnotes, endnotes and bookmarks?
- Can you add citations and generate a Bibliography?
- Can you generate a form?

**No**

Take  
Word - Introduction  
*(1 day)*

**No**

Take  
Word - Intermediate  
*(1 day)*

**No**

Take  
Word - Advanced  
*(1 day)*