



MICROSOFT WORD

Word 2016 Advanced (WRD003)

Traditional Learning Pathway



SELF-ASSESSMENT CHECKLIST

Name: Type your name

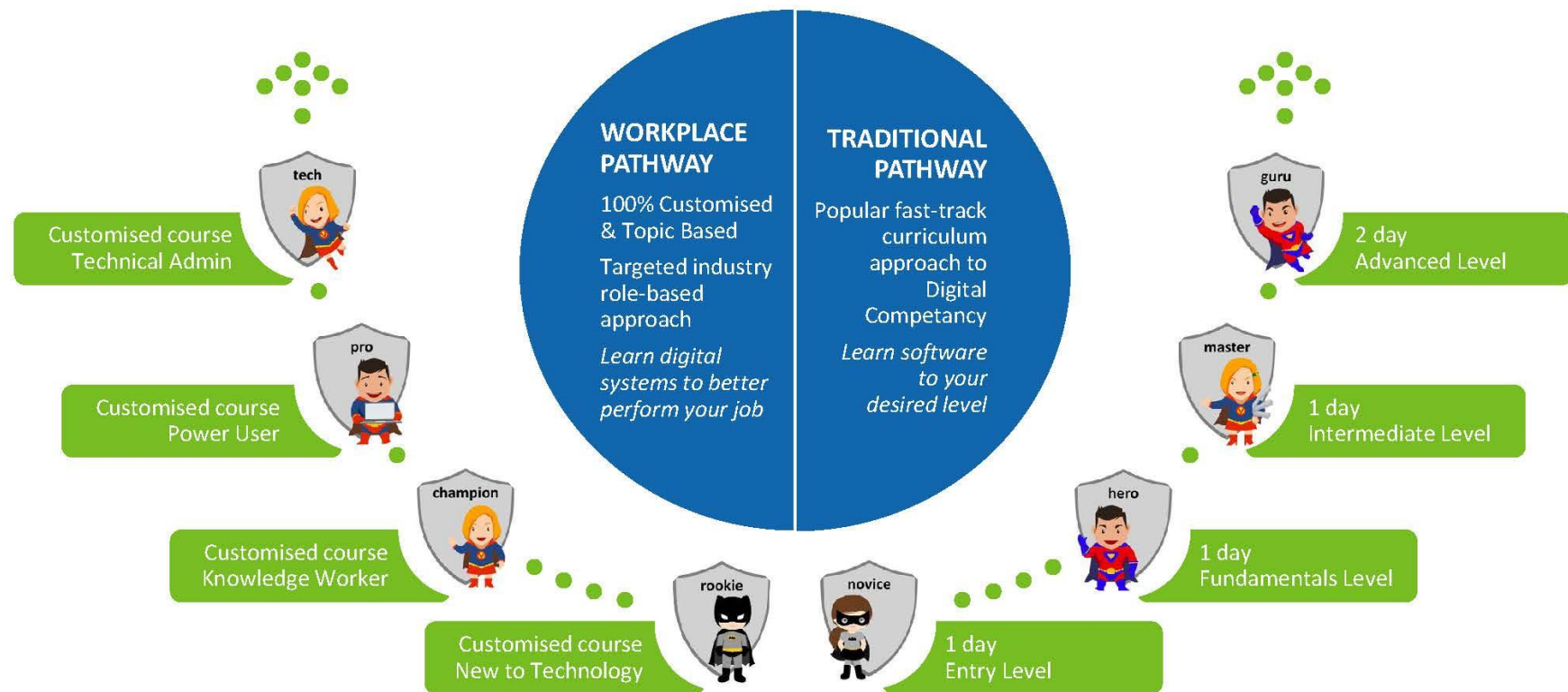
Please indicate your skill competency in the course pre-requisites by placing a tick in the check box if you believe you are competent:

- ☐ I can open, save and close documents in Word
- ☐ I am at ease working in the Windows environment; I can maximise, minimise and close windows, and can operate more than one task in the Windows environment
- ☐ I can efficiently navigate through a document and select pieces of text for editing
- ☐ I can use editing techniques such as Find & Replace and Cut, Drag & Drop, Copy & Paste and Spell check
- ☐ I can format a document to look professional; I am familiar with all Word formatting options, including font, paragraph, bullets, numbering
- ☐ I can format a document using Styles
- ☐ I can use the Navigation Pane to browse and reorganise a document
- ☐ I can work with headers and footers and insert page numbers
- ☐ I can create a Table of Contents
- ☐ I can design tables with borders and shading and can use many tools on the Table Tools ribbons
- ☐ I can work with cover pages, SmartArt, photographs, logos and other graphics in Word
- ☐ I can customise and use QuickParts
- ☐ I can use Word to create a simple publication such as a newsletter or poster
- ☐ I can use all Page Setup features to change the page layout
- ☐ I can preview a document for printing and send to a printer



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