



MICROSOFT WORD

Word 2016 Advanced (WRD003)

Traditional Learning Pathway



SELF-ASSESSMENT CHECKLIST

Name: Type your name

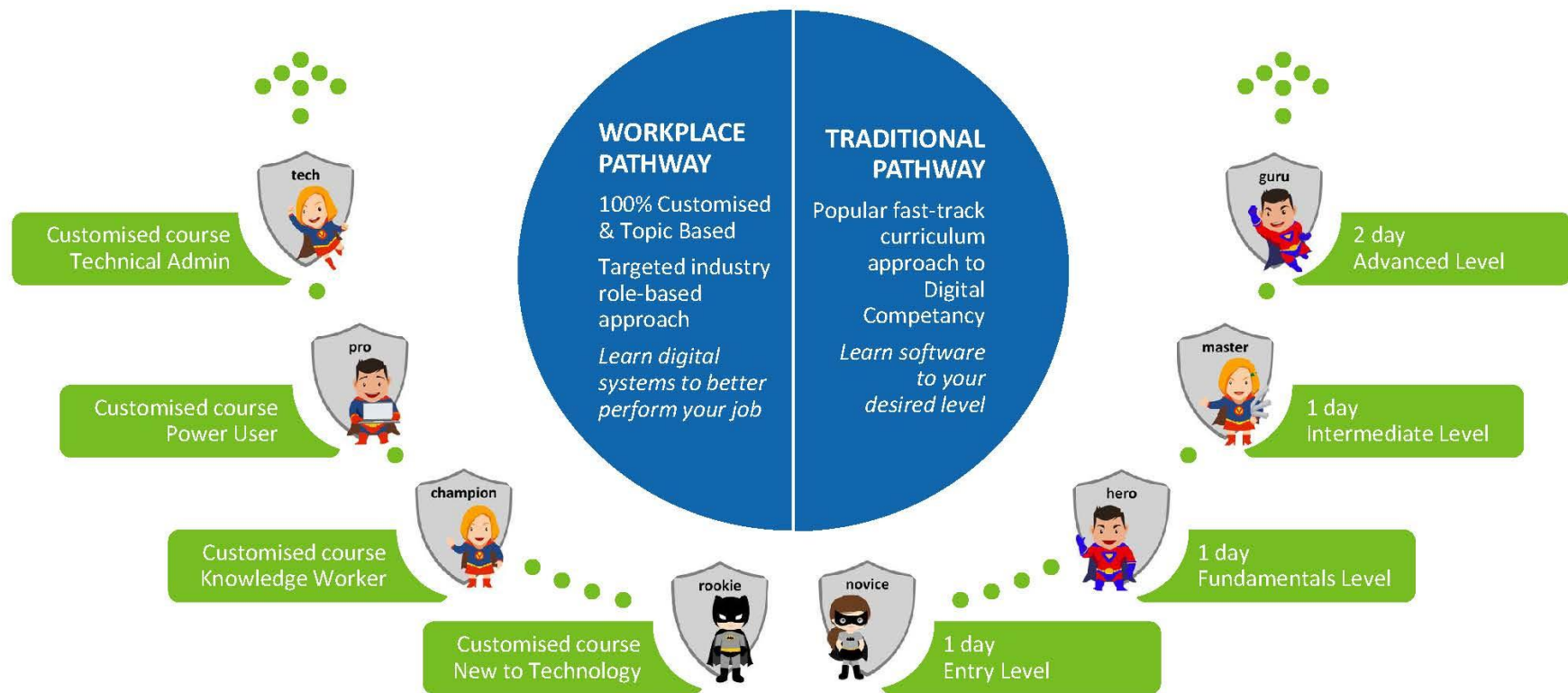
Please indicate your skill competency in the course pre-requisites by placing a tick in the check box if you believe you are competent:

- 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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