



Microsoft Word Skill Survey

- Answer the following questions with a yes or a no. If you do not understand a question, answer with a no.
- If you have never used Microsoft Word, skip this survey and register for Introduction to Word.

Question	Yes	No
1. Do you know how to locate a document and open it in Word?		
2. Do you know how to edit a document using the basic tools on the home menu?		
3. Do you know how to save a file in different file formats (e.g. pdf, rtf, docx)?		
4. Do you know how to create a document from scratch?		
5. Do you know how to create a document from a template?		
6. Do you know how to add simple graphics to a document?		
7. Do you know how to change the theme of a document?		
8. Do you know how to add and format a simple table in a document?		
9. Would you be able to recreate this document in its entirety (starting with a blank page) in Microsoft Word?		

If you answered yes to the majority of these questions (especially questions 1 -4 & 7), register for Intermediate Word. If you answered no to the majority of these questions, or if you don't feel confident that you would be able to recreate this document, register for Introduction to Word.

Introduction to Word 2016: This course is an introduction to Microsoft Word 2016. Geared toward those who use word processing software for business and professional use, the course will cover the basics of navigation and document creation in Word 2016. Topics covered include basic navigation, creating new documents, applying formatting, adding tables, and inserting simple graphic elements.

Intermediate Word 2016: In this course, participants will learn how to enhance documents for professional presentation and distribution using Microsoft Word 2016. Geared toward those who use word processing software for business and professional use, the course will provide hands-on instruction in content management. Topics include inserting and modifying diagrams and charts, arranging content and adding dynamic features, collaborating on document creation and editing, and merging data for electronic and print distribution.