

Skills Inventory for Word: Advanced

Use the following form to gauge students' skill level entering the class (students have copies in the introductions of their student manuals). For each skill listed, have students rate their familiarity from 1 to 5, with five being the most familiar. Emphasize that this is not a test. Rather, it's intended to provide students with an idea of where they're starting from at the beginning of class. If a student is wholly unfamiliar with all the skills, he or she might not be ready for the class. A student who seems to understand every skill, on the other hand, might need to move on to the next course in the series.

Skill	1	2	3	4	5
Specifying the starting document and recipient list for a mail merge					
Customizing a form letter					
Merging recipient list data with a form letter					
Sorting and filtering records in a recipient list					
Preparing and printing mailing labels					
Inserting a new object					
Inserting a linked object from a file					
Inserting a chart based on Excel data					
Adding background colors and fill effects					
Adding a watermark					
Applying themes					
Entering data in a Word form					
Adding form labels					
Adding content controls					
Protecting a form					
Setting user permissions					
Discussing digital signatures					
Recording, running, copying, and deleting macros					
Viewing and modifying macro scripts					
Customizing the Quick Access toolbar					
Customizing keyboard shortcuts					
Inserting subdocuments into a master document					
Creating a table of contents					
Creating figure captions and figure tables					
Creating an index					
Creating and modifying a bibliography					
Creating footnotes					

Creating bookmarks and cross-references					
Creating and modifying a frames page					
Attaching an XML schema to a Word document					
Applying XML tags to content and testing the schema validation					
Modifying XML options					
Applying a transform to an XML document					