

Word processing - Kick it up a notch!

Mac/PC – Microsoft Word 2 (WB)

Intermediate Word Processing Skills.

We recommend that you sit in front of your computer as you take this assessment.

“Think it through.”

Recommend: 20-30 minute time frame for the complete test

You just don’t know what you don’t know... so TEST YOURSELF!

Intermediate word processing skills are essential if you want to move from - “Oh, thank God that worked” to “I’m going to create...” If you want to be in the driver’s seat and can’t answer the questions below effectively, take this course.

Word level one gives you the basic things you need to know in order to “survive” and to become aware of what you can really do. It sets the stage, so to speak. Concentrate on those skills if you are still shaky or new to computers. Once you feel comfortable - move on to level 2, which gives you the power to really manipulate the text the way you would like it to be on your page. These skills are important for a good grounding in many applications and are crucial if you wish to move on to desktop publishing or need to write a thesis.

Rate Your Ability		1	2	3
Circle your most appropriate level for each question.		No	Kind of	Yes
1 = Don't really know it 2 = Understand it a bit 3 = Know it extremely well				
1.	Can set your TEXT BOUNDARIES so they are showing.	1	2	3
2.	Can multi-task (work between) two word documents at the same time.	1	2	3
3.	Can multi-task (work between) two applications at the same time, e.g. your word document and your e-mail message.	1	2	3
4.	Can change the LINE SPACING to an EXACT point size specification, known as LEADING.	1	2	3
5.	Can change the PARAGRAPH SPACING and you know why that can be important.	1	2	3
6.	Can create a FIRST LINE indent of 0.25" and a RIGHT indent at 6" for two paragraphs of your document.	1	2	3
7.	Can set a custom right, left, center or decimal TAB at 3". (You obviously know the difference between these tab options.)	1	2	3
8.	Can DELETE a tab setting <u>and</u> the actual tabbed text.	1	2	3
9.	Knows what a TAB LEADER is and how to set it.	1	2	3
10.	Can create CUSTOMIZED BULLETS, either symbols or numbers, at a specific point size or style.	1	2	3
11.	Can create a three-column page set-up and change the GUTTER setting.	1	2	3
12.	Can create <u>and</u> delete a column or page BREAK <u>and</u> knows the difference between them.	1	2	3
13.	Can effectively create page numbers on your document having the first page start at 20 instead of 1.	1	2	3
14.	Knows what a HEADER AND FOOTER is and how to create them.	1	2	3
15.	Can create a DIFFERENT FIRST PAGE footer.	1	2	3
16.	Can INSERT symbols and dates into the text.	1	2	3
17.	Can use the AUTOCORRECT feature.	1	2	3
18.	Can go into the OPTIONS (PC) or PREFERENCES (Mac) menu and make global changes to your document.	1	2	3
19.	Can look up a help topic under the HELP menu effectively. You can find the topic and work through it, even though you may have never used it before.	1	2	3
20.	Can create a tab setting inside of one of the cells of a TABLE you created on your page.	1	2	3
TOTAL SCORE = add up each column			+	+
FINAL SCORE = add total scores for each column together				

RESULT RECOMMENDATIONS:

If you score: 0-39 Not to worry - But intermediate skills are a problem for you Take this course (WB).
 40-49 Not Bad - But you have quite a few gaps in your knowledge Brush up on skills before moving on.
 50-60 Congrats - Generally a good understanding of word processing..... Move on...