

# Do you know the basics of word processing?

## Mac/PC – Microsoft Word 1 (WA)

2nd component of 4 included in the Survival Kit Series

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!

You may be surprised at how much you do know, but if you don’t , not to worry... just take our workshop to help you fill in the gaps. If you are scoring well, just continue with the next basic skill test and see how far you can get.

These assessments were developed to help you place yourself at the correct level for the EC Computer Workshop series, but also for you, to simply test yourself. Be honest, these basic skills are critical and essential to all computer users – if you don’t know them now, make sure you treat yourself to some time, to learn them at a later date.

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 open the Microsoft (MS) Word program.	1	2	3
2.	Can open a NEW document from the FILE menu.	1	2	3
3.	Can set PAGE VIEW in a MS Word document.	1	2	3
4.	Can SAVE a document to a specific location (e.g. folder) on the computer hard drive or floppy.	1	2	3
5.	Can change FONT settings, e.g. colour, size, style (B, I, U)	1	2	3
6.	Can change the settings for margins, paper size, paper orientation and page layout.	1	2	3
7.	Can format simple LINE SPACING in a document, e.g. from single space to double space.	1	2	3
8.	Can make the RULERS visible and understand how to read them.	1	2	3
9.	Is able to COPY text from one paragraph and PASTE to another location/paragraph.	1	2	3
10.	Is able to CUT text from a paragraph and PASTE it (text) elsewhere in the document.	1	2	3
11.	Can check spelling in a MS Word document.	1	2	3
12.	Can use and set the TAB default settings.	1	2	3
13.	Can zoom the screen in and out and use the horizontal/vertical scroll bars for viewing documents.	1	2	3
14.	Can PRINT the document (file) which you created.	1	2	3
15.	Can OPEN a file created a month ago from <u>any location</u> on your computer. (If you remembered where you saved it, could you find it all by yourself?)	1	2	3
16.	Can find the TOOLBARS command to view the standard or formatting icons, usually located at the top of the MS Word screen.	1	2	3
17.	Can initiate any toolbar the program offers.	1	2	3
18.	Can UNDO a command that was not intended.	1	2	3
TOTAL SCORE = add up each column			+	+
FINAL SCORE = add total scores for each column together				

### RESULT RECOMMENDATIONS:

If you score:    0-31    Not to worry - But rudimentary computing skills are a problem for you..... Take this course (WA).  
                         32-45    Not Bad - But you have quite a few gaps in your knowledge ..... Brush up on skills before moving on.  
                         46-54    Congrats - Generally a good understanding of your computer..... Move on...