

How about drawing and graphics?

Mac/PC – Microsoft Word Draw 1 (WDA)

Object-Oriented Techniques: Essential for Creating Visuals

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!

Basic drawing techniques are fundamental when working with graphics and graphic applications. Learning to draw basic shapes as well as having a more proficient understanding of clipart insertions, will give you a good grounding on how to manipulate the items on your page the way you would like them to be! You are not a slave to pre-existing imagery and layout.

Move on to “Word Draw 2” and “Desktop Publishing (DTP) with Word” to really make the most of your documents. This graphic series of courses in MS Word also offers the basic principles used in Power Point, Excel and higher-end applications such as Corel Draw, PhotoShop, PageMaker, Quark Xpress and even web-based software.

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 identify the "Draw" toolbar and find it, if it is not showing on your screen.	1	2	3
2.	Can CREATE BASIC SHAPES and LINES, e.g. circles, squares, vertical, horizontal or angular lines.	1	2	3
3.	Can change the FILL COLOR to red in a draw object such as a circle.	1	2	3
4.	Can change the LINE COLOR of an object or a line.	1	2	3
5.	Can change LINE THICKNESS of an object or a line.	1	2	3
6.	Can remove the FILL and/or LINE colour to make an object transparent, e.g. set the colour to NO COLOUR.	1	2	3
7.	Can change the ARROW DIRECTIONS to create a double-sided arrow on a line.	1	2	3
8.	Can change a LINE STYLE from solid to dashed.	1	2	3
9.	Can SELECT AND MOVE an object to a different location on the page.	1	2	3
10.	Can DELETE an object.	1	2	3
11.	Can DUPLICATE (copy) a draw object and place it to a different location on the page (paste).	1	2	3
12.	Can change an object size PROPORTIONALLY without distorting it, e.g. increase or decrease the size only.	1	2	3
13.	Can DISTORT an object (stretch it vertically/horizontally).	1	2	3
14.	Can insert any MICROSOFT CLIPART and move it anywhere on the page.	1	2	3
15.	Can create and AUTOSHAPE (star, arrow, triangle, polygon).	1	2	3
16.	Can create a fancy FILL EFFECT inside an object, e.g. a gradation from blue to green inside a circle.	1	2	3
17.	Intermediate: Can insert an image or picture FROM FILE that someone gave you. More of an MS Word 2 Question.	1	2	3
18.	Intermediate: Can WRAP THE WORD PROCESSING TEXT around an object. More of a DTP with Word Question.	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 "graphic skills" are a problem for you Take this course (WDA).
 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 basic drawing Move on...