

## Skills inventory

Use the following form to gauge your skill level entering the class. For each skill listed, rate your familiarity from 1 to 5, with five being the most familiar. *This is not a test.* Rather, it is intended to provide you with an idea of where you're starting from at the beginning of class. If you're wholly unfamiliar with all the skills, you might not be ready for the class. If you think you already understand all of the skills, you might need to move on to the next course in the series. In either case, you should let your instructor know as soon as possible.

Skill	1	2	3	4	5
Creating a document					
Entering text and displaying nonprinting characters					
Saving a document by using the Save command					
Saving a document in a new folder					
Setting an AutoRecover interval					
Renaming a folder					
Using Word Help					
Opening a document					
Navigating and moving in a document					
Using the mouse and the keyboard to select text					
Inserting and deleting text					
Inserting the date and time					
Inserting symbols					
Using the Undo and Redo commands					
Cutting, copying, and pasting text					
Applying character formatting					
Using the Font dialog box					
Setting and clearing tab stops					
Formatting paragraphs					
Adding and editing bulleted and numbered lists					
Setting paragraph spacing and indents					
Using AutoFormat					

<b>Skill</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Creating a table					
Converting text to a table					
Navigating in a table and selecting table elements					
Formatting text in a table					
Adding and deleting rows and columns in a table					
Changing the width of a column in a table					
Aligning a table					
Creating and editing headers and footers					
Inserting page numbers					
Changing page margins and orientation					
Applying text flow options					
Adding and deleting page breaks					
Checking spelling and grammar					
Finding synonyms and antonyms					
Using AutoCorrect					
Finding and replacing text					
Printing a document					
Creating PDF and XPS documents					
Inserting graphics and clip art					
Controlling text flow around a graphic					
Resizing and rotating a graphic					
Adjusting contrast, brightness, and compression for a graphic					