

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
Using the Reveal Formatting pane					
Applying styles					
Creating styles by example					
Basing one style on another					
Creating character styles					
Modifying styles					
Overriding a style					
Exporting styles					
Creating, organizing, and formatting outlines					
Inserting and deleting section breaks					
Formatting sections					
Inserting section headers and footers					
Formatting section page numbers					
Formatting text into columns and inserting column breaks					
Aligning text in table cells					
Merging and splitting table cells					
Changing row height					
Changing table borders and shading					
Sorting table data					
Splitting a table					
Repeating a table's header row					
Entering formulas in tables					

Skill	1	2	3	4	5
Applying and modifying table styles					
Printing labels and envelopes					
Using templates					
Using building blocks					
Protecting a document					
Viewing and editing document properties					
Creating and formatting organization charts					
Drawing and modifying shapes					
Inserting and formatting text boxes					
Arranging multiple objects					
Changing a shape into another shape					
Using WordArt					
Inserting and modifying drop caps					
Inserting pull quotes					
Tracking changes while editing					
Reviewing and accepting revisions					
Inserting and modifying comments					
Previewing and saving document as Web pages					
Inserting hyperlinks					