

Skills inventory

Use the following form to gauge students' skill levels entering the class (students have copies in the introductions of their student manuals). For each skill listed, have students rate their familiarity from 1 to 5, with five being the most familiar. Emphasize that this is not a test. Rather, it is intended to provide students with an idea of where they're starting from at the beginning of class. If a student is wholly unfamiliar with all the skills, he or she might not be ready for the class. A student who seems to understand all of the skills, on the other hand, might need to move on to the next course in the series.

Skill	1	2	3	4	5
Inserting and modifying mail-merge fields					
Specifying a starting document and a recipient list for a mail merge					
Customizing a form letter					
Creating a recipient list					
Merging recipient list data with a form letter					
Sorting records					
Filtering records					
Preparing and printing mailing labels					
Creating envelope documents from a recipient list					
Inserting content from other applications as linked or embedded objects in a Word document					
Modifying linked or embedded content from other applications					
Applying a background color to a document					
Applying fill effects to a document					
Inserting a watermark in a document					
Applying themes to a document					
Entering data in a form					
Adding field labels and content controls to a form					
Protecting a form and removing protection					
Setting permissions for a form user					
Using the Compatibility Checker					
Using the Document Inspector					
Publishing a file as an XPS document					

Skill	1	2	3	4	5
Using digital signatures					
Recording macros to automate tasks					
Running macros					
Modifying macros					
Copying and deleting macros					
Adding tabs, groups, and commands to the Ribbon					
Rearranging tabs on the Ribbon					
Adding buttons to the Quick Access toolbar					
Resetting the Quick Access toolbar and the Ribbon					
Adding and resetting keyboard shortcuts					
Creating a master document					
Adding a cover page					
Generating and updating a table of contents					
Generating and updating a table of figures					
Creating a table of authorities					
Creating an index					
Creating a bibliography					
Creating footnotes					
Working with bookmarks					
Working with cross-references					
Adding frames to a Web page document					
Attaching an XML schema to a Word document					
Applying XML tags to content					
Modifying XML options					
Testing the schema validation					
Using XML transforms and style sheets					