



Computer Consultants Corporation

Prerequisite Skills Assessment For Advanced Word

After testing your skill level, if your scores are marginal, we suggest that you attend our Intermediate course. If you are proficient, you should be ready for the Advanced level!

<u>Skill</u>	<u>Proficient</u>	<u>Not Proficient</u>
Adjust character spacing and kerning	<input type="checkbox"/>	<input type="checkbox"/>
Apply highlighting, borders, and shading to text	<input type="checkbox"/>	<input type="checkbox"/>
Assign shortcut keys to insert special characters	<input type="checkbox"/>	<input type="checkbox"/>
Insert and draw a table	<input type="checkbox"/>	<input type="checkbox"/>
Add/Delete cells, merge/split cells in a table	<input type="checkbox"/>	<input type="checkbox"/>
Formatting tables and table contents	<input type="checkbox"/>	<input type="checkbox"/>
Sort tables, using formulas in tables	<input type="checkbox"/>	<input type="checkbox"/>
Create, modify, and apply styles	<input type="checkbox"/>	<input type="checkbox"/>
Insert and format columns	<input type="checkbox"/>	<input type="checkbox"/>
Use drawing tools (text boxes, AutoShapes, WordArt, add clip art)	<input type="checkbox"/>	<input type="checkbox"/>
Define, view, and delete sections	<input type="checkbox"/>	<input type="checkbox"/>
Use multi-level page numbering	<input type="checkbox"/>	<input type="checkbox"/>
Create footnotes and endnotes	<input type="checkbox"/>	<input type="checkbox"/>
Perform a mail merge	<input type="checkbox"/>	<input type="checkbox"/>
Add/Delete file comments	<input type="checkbox"/>	<input type="checkbox"/>
Compare files, track changes, and merge files	<input type="checkbox"/>	<input type="checkbox"/>