



Computer Consultants Corporation

Prerequisite Skills Assessment For Intermediate Word

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

<u>Skill</u>	<u>Proficient</u>	<u>Not Proficient</u>
Enter and edit text	<input type="checkbox"/>	<input type="checkbox"/>
Cut, copy, paste, and delete text	<input type="checkbox"/>	<input type="checkbox"/>
Format font face, size, style, and color	<input type="checkbox"/>	<input type="checkbox"/>
Change text alignment	<input type="checkbox"/>	<input type="checkbox"/>
Edit, define, and apply text styles	<input type="checkbox"/>	<input type="checkbox"/>
Adjust margins and line spacing	<input type="checkbox"/>	<input type="checkbox"/>
Change text indentation	<input type="checkbox"/>	<input type="checkbox"/>
Insert tab stops (left, center, right, decimal)	<input type="checkbox"/>	<input type="checkbox"/>
Insert bulleted and numbered lists	<input type="checkbox"/>	<input type="checkbox"/>
Change bullet indentation and style	<input type="checkbox"/>	<input type="checkbox"/>
Check spelling and grammar	<input type="checkbox"/>	<input type="checkbox"/>
Use the thesaurus	<input type="checkbox"/>	<input type="checkbox"/>
Add words to a custom spelling dictionary	<input type="checkbox"/>	<input type="checkbox"/>
Use Find and Replace	<input type="checkbox"/>	<input type="checkbox"/>
Insert headers and footers	<input type="checkbox"/>	<input type="checkbox"/>
Use AutoText to insert page numbers, dates, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Insert/remove page breaks	<input type="checkbox"/>	<input type="checkbox"/>
Adjust print options, print page ranges and selections	<input type="checkbox"/>	<input type="checkbox"/>