

Microsoft Word Processing Fundamentals Skills Evaluation

Please fill out this form at the beginning of class and at the end of class.

Skills	Start of workshop	End of workshop
*Lesson 1 Getting Started		
<i>Starting MS Word</i>		
<i>Word window elements</i>		
<i>Enter text in document</i>		
<i>Save a document</i>		
<i>Close a document and quit Word</i>		
*Lesson 2 Editing Document		
<i>Open a file</i>		
<i>Navigate through a document</i>		
<i>Scroll through text</i>		
<i>Insert text</i>		
<i>Select text</i>		
<i>Delete and restore text</i>		
<i>Create a folder</i>		
<i>Save a file with a different name</i>		
Lesson 3 Templates		
<i>Use a Word Template</i>		
<i>Create a Template</i>		
<i>Use a wizard to create a document</i>		
*Lesson 4 Format Text		
<i>Use a Formatting toolbar</i>		
<i>Align text</i>		
<i>Cut and paste text</i>		
<i>Apply character effects to text</i>		
<i>Align text</i>		
<i>Drag and drop</i>		
<i>Collecting and pasting</i>		
<i>Apply styles</i>		
<i>Print preview</i>		
<i>Print a document</i>		
Lesson 5 Change Document Layout		
<i>Adjust page margins</i>		
<i>Change the indents and tab settings</i>		
<i>Insert and clear tabs</i>		
<i>Add page numbers</i>		
<i>Create headers and footers</i>		
<i>Change page orientation</i>		

