

Knowledge Survey

General Information

Name: _____

Email: _____

Course: **Microsoft Word 2019 & 365**

I have taken a course in Microsoft Word: Never
 Once many years ago
 Recently

I use Word: Hardly ever
 Once in a while
 Daily

I am attending this course primarily for: Work-related reasons
 Refresher
 Personal Interest

Legend for Multiple Choice questions:

1. Have no clue
2. Yes, I've seen/heard of that feature
3. I have tried in the past but don't remember how
4. Yes, I have used it before
5. I use/used it daily

How do you rate your skill level completing the following tasks:	Choose one option				
	1	2	3	4	5
Navigate in a document					
Enter, select, and edit text					
Wrap text around a document					
Create numbered and bulleted lists					
Use document views					
Save documents as different file types					
Create a table					
Build an effective résumé in a table					
Select data in a table					
Sorting data in a table					
Format tables					
Working with table borders					
Apply table styles					
Print documents					
Print part of a document					
Work with columns and set margins					
Arranging text in multiple columns					
Linking text boxes					
Setting tabs stops and create custom tab stops					
Format text and apply styles					
Insert headers and footers					
Create an eye-catching brochure					
Insert shapes in a document					
Add pictures, text boxes, WordArt, and special effects					
Choose page setup features					
Communicate information with SmartArt					
Format the page background					
Build data sources					
Create main documents					

Perform a mail merge					
Deal with merge problems					
Generate envelopes and labels					
Managing large documents					
Add footnotes and endnotes					
Insert citations and a bibliography					
Incorporate captions and a table of figures					
Insert comments and use Track Changes					