

WORD 2007 - Check your office skills

Company		Full name	
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Dept		Tel	
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Contents	Need
<p>You need to create simple documents such as standard letters, memos, faxes and so on but it is important to <u>properly master</u> the related tools and the 2007 environment. What about automatic corrections for instance ? No problems with paragraph setup (tabs or alignment for instance) ? No problem in adding a border to a paragraph ?</p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
<p>You regularly create tables and you need to use the drawing pen or the eraser to modify the cell structure (a title over 2 or more cells for instance), to be able to properly align numbers and add them, to be able to improve the look of your document by wrapping a paragraph around the table etc ...</p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
<p>Long documents You create documents with "chapters" such as a report, a synthesis, a trading offer, a memoir and so on. These documents are "hierarchized" in levels and will therefore need a table of contents at the beginning.</p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
<p>Long documents You sometimes need a special setup applied to a portion of the document only : special margins, special page numbering because of a long table of contents, landscape orientation on some pages, text that needs to be displayed on columns (often called "newspaper" type) etcYou also need to insert footnotes and other cross-references.</p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
<p>You create documents that include illustrations such as imported pictures, screen captures, SmartArt diagrams, charts ... You need to know how to work with "floating" pictures (i.e. pictures that you can "freely" drag around and place on the page). You need to create a graphic directly into Word by using Excel (to insert a table, a chart), PowerPoint (to insert a slide). You need to copy-paste an existing graphic from another program and decide whether to link it to the source file or not.</p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
<p>You sometimes send a letter to more than one recipient such as an offer, a report sent to a group of recipients, the Christmas letters at the end of the year and so on.</p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need

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<p>Templates You create templates for your own use or for your department/company. They will retrieve any pre-set text, a specific page setup, automatic fill-in boxes and so on. Using templates will guarantee the homogeneity of your department or company's printouts. Templates implies mastering the other Word global templates such as Normal.dotm and Building Blocks.dotx.</p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need
<p>Templates The templates should include forms. (text boxes, option buttons and combo boxes or drop-down lists)</p>	<input type="checkbox"/> Mastered <input type="checkbox"/> Learn <input type="checkbox"/> Refresh <input type="checkbox"/> No need

Any other special needs ?

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