

## Word 2010 - Level 1 Self -Evaluation

The purpose of the self evaluation is to determine if you should enroll in this training session or move forward to the next level. A score of 70% is used as the cutoff for advancement.

Direction: Place a 1 in any area you feel confident, otherwise leave it blank	Yes
I can identify the components of the Word interface	
I can customize the Word interface	
I can display a document in different views	
I can enter text in a document	
I can save a document	
I can select text	
I can modify text	
I can find and replace text	
I can apply character formatting	
I can align text using tabs	
I can display text as list items	
I can modify the layout of a paragraph	
I can apply styles	
I can manage formatting	
I can apply Borders and shading	
I can insert symbols and special characters	
I can add illustrations to a document	
I can insert a table	
I can modify a table	
I can format a table	
I can convert text to a table	
I can check spelling and grammar	
I can use a thesaurus	
I can apply a page border and color	
I can add a watermark	
I can add headers and footers	
I can perform control page layout	
I can preview and print a document	

Total Score:

Percent: 

If your percentage was **greater than 70%**, proceed to Level 2

If your percentage was **less than 70%**, we recommend you take the level 1 session.