

## Word 2010 - Level 2 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 sort a list	
I can renumber a list	
I can customize a list	
I can sort table data	
I can control cell layout	
I can perform calculations in a table	
I can create Charts	
I can create or modify a text style	
I can create a custom list or table	
I can apply default and customized document themes	
I can resize a picture	
I can adjust the picture appearance settings	
I can wrap text around a picture	
I can insert and format screenshots in a document	
I can create text boxes and pull quotes	
I can draw shapes	
I can add WordArt and other special effects to text	
I can create complex illustrations with SmartArt	
I can insert Building blocks	
I can create building blocks	
I can modify building blocks	
I can insert Fields using quick parts	
I can control paragraph flow	
I can insert section breaks	
I can insert columns	
I can link text boxes to control text flow	
I can create a document based on a template	
I can create a template	
I can use the mail merge function	
I can merge envelopes and labels	
I can create a data source using Word	
I can automate tasks using Macros	
I can create a Macro	

Total Score:

Percent: 

If your percentage was **greater than 70%**, proceed to Level 3

If your percentage was **less than 70%**, we recommend you take the level 2 session.