

Word 2010 - Level 3 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 link a Word document to an Excel Worksheet	
I can send a document outlines to PowerPoint	
I can send a document as an Email message	
I can modify user information	
I can send a document for review	
I can review a document	
I can compare a document	
I can merge document changes	
I can review track changes and comments	
I can coauthor a document	
I can create a new document version	
I can compare document versions	
I can marge document versions	
I can insert bookmarks	
I can insert footnote and endnotes	
I can add captions	
I can add hyperlinks	
I can add cross-references	
I can add citation and bibliography	
I can insert blank and cover pages	
I can insert an index	
I can insert a table of figures	
I can insert a table of authorities	
I can insert table of contents	
I can create a master document	
I can hide text	
I can remove personal information from a document	
I can set formatting and editing restrictions	
I can add a digital signature to a document	
I can set a password for a document	
I can restrict document access	
I can add form fields to a document	
I can protect a form	
I can automate a form	

Total Score:

Percent: 

If your percentage was **greater than 70%**, contact Washburn Tech for a custom training session.

If your percentage was **less than 70%**, we recommend you take the level 3 session.