

Word 2013 - Part 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.

I can identify the components of the Word interface	
I can create a Word document	
I can use help	
I can navigate and 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 control paragraph layout	
I can apply border and shading	
I can apply styles	
I can manage formatting	
I can insert a table	
I can modify a table	
I can format a table	
I can convert text to a table	
I can sort a list	
I can renumber a list	
I can customize a list	
I can insert symbols and special characters	
I can add images to a document	
I can apply a page border and color	
I can add a watermark	
I can add headers and footers	
I can control page layout	
I can check spelling and grammar	
I can check accessibility	
I can customize the Word interface	

Total Score:

Percent: 

If your percentage is **greater than 70%**, we recommend you take the level 2 course.

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