

Word 2013 - Part 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.

I can sort table data	
I can control cell layout	
I can perform calculations in a table	
I can create a chart	
I can create and modify text styles	
I can create custom list or table styles	
I can apply document themes	
I can resize an image	
I can adjust image appearance	
I can integrate pictures and text	
I can insert and format screenshots	
I can insert a video	
I can create text boxes and pull quotes	
I can draw shapes	
I can add wordart and other text effects	
I can create complex illustrations with SmartArt	
I can insert building blocks	
I can create and 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 using a template	
I can create a template	
I can mail merge	
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 is **greater than 70%**, we recommend you take the level 3 course.

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