

Word 2013 - Part 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.

I can modify user information	
I can share a document	
I can compare document changes	
I can review a document	
I can merge a document	
I can review tracked changes	
I can coauthor documents	
I can add captions	
I can add bookmarks	
I can add hyperlinks	
I can insert footnotes and endnotes	
I can add citations and a bibliography	
I can insert blank and cover pages	
I can insert an index	
I can insert a table of contents	
I can insert an ancillary table	
I can manage outlines	
I can create a master document	
I can suppress information	
I can set formatting and editing restrictions	
I can add a digital signature to a document	
I can restrict document access	
I can create forms	
I can manipulate forms	

Total Score:

Percent: 

If your percentage is **greater than 70%**, no training is required.

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