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| --- | --- | --- | --- |
| **Name** |  | **Course**  |  |
| **Email** |  | **Course Date** |  |

Skills Check List - MS Word Intermediate

**Do you have the right skills?**

All prospective course participants **must** complete this check list. This list will identify if you have the relevant skills/experience, for you to participate in the Word Intermediate course. If you have **not** used these skills, in the last 12 months, please complete the Introduction course as a recap.

Please answer all checks and questions

**Complete and return to -** **ElianaMiriam.Slatter@lancashire.gov.uk**

**(See below for course placement confirmation or comments)**

**This checklist is mandatory, no checklist - no placement on the course**

|  |  |  |
| --- | --- | --- |
| Can you do? | Skill Level | Check |
| * Using the mouse - Correct hold of the mouse, Able to click the mouse buttons
 | eLearning |  |
| * Taskbar (The ability to swap between the different applications)
 | eLearning |  |
| * Basic Window management

 (Close the window, Minimize the window, Restore the window) | eLearning |  |
| Home Tab  | Introduction |  |
| * Bold/underline/italics -
 | Introduction |  |
| * Font styles/sizes
 | Introduction |  |
| * Text alignment/Paragraph - Bullets/numbers -
 | Introduction |  |
| * Line spacing
 | Introduction |  |
| * Find and Replace
 | Introduction |  |
| * Cut/copy/paste - Drag and drop
 | Introduction |  |
| Insert Tab  | Introduction |  |
| * Page Numbers
 | Introduction |  |
| * Header/Footer
 | Introduction |  |
| Layout Tab  | Introduction |  |
| * Orientation
 | Introduction |  |
| * page break
 | Introduction |  |
| * margins
 | Introduction |  |
| Review Tab | Introduction |  |
| * Spell check/Thesaurus
 | Introduction |  |
| View Tab  | Introduction |  |
| * Various views of the pages
 | Introduction |  |
| * Zoom
 | Introduction |  |
| * Editing (show/hide codes)
 | Introduction |  |
| File Tab | Introduction |  |
| * Printing/Print preview
 | Introduction |  |
| * Save/Save As (Save a Copy)
 | Introduction |  |
| * Autosave
 | Introduction |  |

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| **Candidate Confirmation on Course** | Yes/No |
| **Comments, Advice or Recommendations** |  |