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

Skills Check List - MS Word Level 2 Intermediate

The list below illustrates the skills you need to be able to demonstrate, to participate in an MS Word Level 2 (Intermediate) course. If you can answer 'yes' to all of them, then you **are** able to book onto the Level 2 courses.

However, if you answer 'no' to any in the list, you need to enhance your skills, by completing a Level 1 course.

Please return the completed Checklist to SLDTeamsTrainingandSupport@lancashire.gov.uk

**Following the Trainer’s assessment, we will only contact you if we deem you have not met the skills required for this course. Otherwise, the trainer will send you the Joining Instructions, together with the link for the virtual training and any necessary data files.**

|  |  |  |
| --- | --- | --- |
| Can you do? | Skill Level | Yes/No(Y/N) |
| ***File Tab*** |  |  |
| * Printing/Print preview
 | Level 1 |  |
| * Save/Save As (Save a Copy)
 | Level 1 |  |
| * Autosave
 | Level 1 |  |
| ***Home Tab***  |  |  |
| **Clipboard Group** |  |  |
| * Cut/copy/paste - Drag and drop
 | Level 1 |  |
| **Font Group** |  |  |
| * Font styles/sizes
 | Level 1 |  |
| * Bold/underline/italics
 | Level 1 |  |
| * Editing (show/hide codes)
 | Level 1 |  |
| **Paragraph Group** |  |  |
| * Text alignment/Paragraph
 | Level 1 |  |
| * Bullets/numbers
 | Level 1 |  |
| * Line spacing
 | Level 1 |  |
| **Styles Group** |  |  |
| * Apply a Style
 | Level 1 |  |
| **Editing Group** |  |  |
| * Find and Replace
 | Level 1 |  |
| ***Insert Tab***  |  |  |
| **Header and Footer Group** |  |  |
| * Header/Footer
 | Level 1 |  |
| * Page Numbers
 | Level 1 |  |
| ***Layout Tab***  |  |  |
| **Page Setup Group** |  |  |
| * Orientation
 | Level 1 |  |
| * page break
 | Level 1 |  |
| * margins
 | Level 1 |  |
| ***Review Tab*** |  |  |
| **Proofing Group** |  |  |
| * Spell check/Thesaurus
 | Level 1 |  |
| ***View Tab***  |  |  |
| **Views Group** |  |  |
| * Various views of the pages
 | Level 1 |  |
| **Page Movement Group** |  |  |
| * Change Views
 | Level 1 |  |
| **Show Group** |  |  |
| * Ruler
 | Level 1 |  |
| * Navigation Pane
 | Level 1 |  |
| **Zoom Group** |  |  |
| * Zoom
 | Level 1 |  |
| * One or Multiple Pages
 | Level 1 |  |
| * Page Width
 | Level 1 |  |

*[For Business Systems Trainer use only]*

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