

Training Needs Analysis Form



Comprehensive Microsoft Publisher 2003/2007

Name: _____

Position: _____

Organisation: _____

Please place a tick in the relevant column to indicate whether you can do the following:

Task	Yes	No	Don't know
Identify the parts of the screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use different methods to create a publication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit an existing publication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Save a publication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manipulate objects & frames	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group, nudge, align & move objects & frames	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a text box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Link text boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spell check a publication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with hyphenation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Format text boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create, modify & delete styles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert & delete columns & rows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a drawing using AutoShapes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy a shape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Format shapes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rotate, flip, align, order & distribute shapes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with page setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add objects to the background	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert page numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create headers & footers in a publication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert & delete pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert pictures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modify pictures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Control text wrapping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Import a Word document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mail merge in Publisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a publication template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add custom objects to the design gallery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>