

# Training Needs Analysis Form



## Comprehensive Microsoft Visio 2003/2007

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Organisation:** \_\_\_\_\_

**Software:** \_\_\_\_\_

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"/>
Create a new drawing using a template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add shapes to a drawing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Find a shape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open additional stencils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use basic drawing tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manipulate shapes & lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Align & distribute shapes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Centre a drawing on a page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use guides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Format text lines & shapes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resize multiple shapes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pan & zoom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use snap & glue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a flowchart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a staff hierarchy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a cross-functional chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a marketing diagram	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a Gantt chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a timeline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create, apply, change & delete styles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with foreground & background pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with page setup effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create headers & footers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with other applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>