

Training Needs Analysis Form



Introduction to Microsoft Word 2003/2007

Name: _____

Position: _____

Organisation: _____

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

| Task | Yes | No | Not Sure |
|---|--------------------------|--------------------------|--------------------------|
| Start Microsoft Word | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Identify parts of the Word screen | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Navigate documents with the keyboard | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Select text with the keyboard | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Display the Document Map | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use the Object Browser | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Create a new document | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Create a new document from a different template | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Save a document to a folder | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Open & close a document | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Insert text into a document | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Change font types & sizes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Apply Bold, Italic and/or Underline to text | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do a Spell Check | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use the Format Painter | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Apply bullets and/or numbers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Align text (Left, Centre, Right) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Adjust line spacing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Set tabs & indents | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Change document margins | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Change page orientation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Create a simple header & footer | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Insert page breaks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Insert a picture | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use Print Preview | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use AutoText to store text, graphics, symbols | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use AutoCorrect | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Create a table | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Find & replace text in a document | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use the Help system in Word | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Training Needs Analysis Form



Intermediate Microsoft Word 2003/2007

Name: _____

Position: _____

Organisation: _____

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

| Task | Yes | No | Not Sure |
|--|--------------------------|--------------------------|--------------------------|
| Understand Styles and what they are used for | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Apply Styles | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Modify Styles | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Create and/or delete new Styles | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Apply automatic Outline Numbering to paragraphs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Create a Table of Contents based on Styles | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Modify/update a Table of Contents | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Clear all formatting from a document in 2 keystrokes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use different section breaks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Create different Headers & Footers in a document | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Set up different page orientations in a document | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Insert page numbers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Change page number styles and starting number | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Create newspaper columns | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use column breaks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Create a Watermark (eg: draft) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work with multi page tables | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Draw a table | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Perform a mail merge to letters and labels | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use & manage Track Changes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work with document protection | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Link objects between applications using Paste Special... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Insert Diagrams/SmartArt | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Training Needs Analysis Form



Advanced Microsoft Word 2003/2007

Name: _____

Position: _____

Organisation: _____

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

| Task | Yes | No | Not Sure |
|--|--------------------------|--------------------------|--------------------------|
| Create a Table of Contents based on Styles | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use Track Changes effectively | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use Section Breaks effectively | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use Paste Special...when working with large photos | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Apply Captions to objects | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Create a Table of Figures based on Captions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Update a Table of Figures | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mark text for inclusion in an Index | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Insert an Index | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Update an Index | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bookmark text or graphics for different purposes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cross Reference bookmarks, headings etc | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Update cross referencing in a document | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use find & replace to change formatting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use find & replace to extract page breaks etc | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Apply Track Changes to a document | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work effectively with Track Changes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Compare documents using track changes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Create a document using Form Fields | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Save a document as a Template | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Identify where templates are located | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Protect documents with a password | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Perform a complex Mail Merge using Excel Data | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Filter a data source | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Record a Macro | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit a Macro | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Assign Macros to desired locations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Create a New Menu for Macros | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Training Needs Analysis Form



Introduction to Visual Basic for Microsoft Word 2003/2007

Name: _____

Position: _____

Organisation: _____

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

| Task | Yes | No | Not Sure |
|---|--------------------------|--------------------------|--------------------------|
| Record and run a Macro | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Assign a Macro to a menu or toolbar | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Edit Macro code | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Delete a Macro | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Understand Objects & the Object Model | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Understand Properties, Methods and/or Events | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Understand Projects, Modules &/or Procedures | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Understand Document Collection Object | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work with Testing & Security | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Delete a Procedure | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use the VB Editor | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work with Project Explorer, Code Modules & Properties | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Run Programs from the VB Editor | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work with Variables & Data Types | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work with Constants | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Understand Functions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work with Calling Functions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Create an InputBox Function | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Create a MsgBox Function | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Nest Functions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Understand Decision Structures | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work with If and IfThenElse statements | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work with Looping Structures | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work with text | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work with Document Management procedures | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Create a User Form | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Program a User Form | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Handle Errors | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work with Built-in Dialogs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |