# Training Needs Analysis for Microsoft Word

## Name:

## Which version of Word do you require training in?

**Address of proposed training:**

| Topic | Sub topic | Competent | Need refreshing | No Knowledge |
| --- | --- | --- | --- | --- |
| Formatting | | | | |
|  | Can you add bold, underlining or italics to text? |  |  |  |
|  | Can you add shading and or borders to text? |  |  |  |
|  | Can you change the alignment of text? (without using the enter key) |  |  |  |
|  | Can you indent text? (without using the enter key) |  |  |  |
|  | Can you use the format painter symbol? |  |  |  |
|  | Could you type the following H2O, m2 , Cotê du Rhonê, Reneé? |  |  |  |
|  | Can you store text for reusing at a later date using QuickParts? |  |  |  |
|  | Can you use the Autocorrect feature? |  |  |  |
|  | Can you apply bullets to text? |  |  |  |
|  | Can you change the bullet style to a different image? |  |  |  |
|  | Can you change the alignment of the bullets? |  |  |  |
|  | Can you apply multilevel bullets eg 1, 1a, 1b, 2, 2a etc |  |  |  |
|  | Can you add spacing before and after paragraphs?  (without using the enter key) |  |  |  |
|  | Can you make text stretch to give more impact? |  |  |  |
|  | Can you create, modify and use tabs? |  |  |  |
|  | Can you insert SmartArt and Shapes? |  |  |  |
| Styles and Long documents | | | | |
|  | Can you apply different preset styles to text? |  |  |  |
|  | Can you create new styles? |  |  |  |
|  | Can you create bulleted styles for complex documents eg where each heading needs a bullet point such as 1.1 etc? |  |  |  |
|  | Can you select different style pallets? |  |  |  |
|  | Can you amend preset styles? |  |  |  |
|  | Can you create tables of contents? |  |  |  |
|  | Can you create an index? |  |  |  |
|  | Can you create captions for tables and diagrams? |  |  |  |
|  | Can you create a table of figures or tables? (list of images/diagrams) |  |  |  |
|  | Can you add footnotes and endnotes? |  |  |  |
|  | Can you create headers and footers? |  |  |  |
|  | Can you create different headers and footers for different sections of your report? |  |  |  |
|  | Can you create columns? |  |  |  |
|  | Can you add a watermark to a document? |  |  |  |
|  | Can you adjust the settings when copying and pasting text from another document? |  |  |  |
| **Tables** | |  |  |  |
|  | Can you create tables? |  |  |  |
|  | Can you add columns or rows? |  |  |  |
|  | Can you resize columns and rows? |  |  |  |
|  | Can you merge cells? |  |  |  |
|  | On a large table can you make the first row appear automatically on each page? |  |  |  |
|  | Can you set the width of a table? |  |  |  |
|  | Can you amend table properties to position tables in a fixed position relative to the page? |  |  |  |
|  | Can you stop rows splitting when they overlap a page? |  |  |  |
|  | Can you add a table to a footer so it sticks on the bottom of the page |  |  |  |
| **Mail Merge, letters and mailings** | |  |  |  |
|  | Can you use the mail merge feature? |  |  |  |
|  | Can you use mail merge to enter alternative text (if, then, else)? |  |  |  |
|  | Can you print envelopes and labels? |  |  |  |
|  | Can you create templates? |  |  |  |
|  | Can you create fillin fields? |  |  |  |
| **Forms** | |  |  |  |
|  | Can you create forms for online completion? |  |  |  |
|  | Create drop down boxes |  |  |  |
|  | Create check boxes |  |  |  |
|  | Create text boxes |  |  |  |
| Miscellaneous | | | | |
|  | Can you create macros to automate work using the macro recorder button? |  |  |  |
|  | Can you open the personal macro workbook to edit VBA? |  |  |  |
|  | Can you edit the quick access toolbar and customise the Ribbon? |  |  |  |
| Comments | |  |  |  |
|  | Please enter any other comments you think would be useful in assessing your training needs. For example, the nature of the word documents you are required to create or specific areas you want to cover. |  |  |  |

Please email this completed form to [info@grapevinecomputing.co.uk](mailto:info@grapevinecomputing.co.uk) in order that a suitable course can be recommended or designed specifically for your needs