

Use the following form to gauge your understanding of **Word 2003**. For each skill listed, rate your familiarity from 1 to 3. A one (1) indicating that you are wholly unfamiliar with that skill and a three (3) indicating that you understand that skill fully.

Course Level	Skill	1 Wholly Unfamiliar	2 Somewhat Familiar	3 Very Familiar
Level 1	Create a new blank document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Display and read formatting marks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Save a document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Preview and print a document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use the scroll bar or mouse to navigate a document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use keyboard shortcuts to navigate in a document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Select text using drag method	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Select text using mouse and keyboard shortcuts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use, create, and modify AutoCorrect entries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use, create, and modify AutoText entries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Move and copy text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use the clipboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use the undo and redo commands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use the find, replace and go-to feature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Change font size, color, and style	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Clear font formatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Modify paragraph alignment, line spacing, indents, lists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use the thesaurus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create a table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create and modify a table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Format a table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Set page orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Change page margins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Add headers and footers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert and manage page breaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Apply a built-in style	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Level 2	Create or modify a style	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create and manage outline numbered lists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Modify a tables structure (split/merge cells)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Apply or remove borders and shading in a table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Perform calculations in a table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create and modify a chart in Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create and modify styles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Control picture contrast/brightness, crop a picture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Modify text wrap options for a picture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create drawn objects and word art	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Correctly use and understand section breaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create and use macros	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create a document from a built-in Microsoft template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create a custom template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use mail merge to create letters, envelopes or labels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create and use a macro	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Level 3	Link or embed an Excel worksheet or chart into Word	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Insert Comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Protect a document for tracked changes or comments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Compare/Merge document changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Insert Bookmarks, footnotes, captions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Mark text for indexing, insert an index	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Format for and insert a table of contents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create and work with master documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create and protect form documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Insert and modify hyperlinks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Save a document as read only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>