

SKILLS ASSESSMENT FORM

WORD

NAME:..... DATE:.....

CONTENTS	TOPIC INCLUDES	YES	NO
Introduction	Starting up/Opening Word		
Word Basics	Entering text/Editing a document/Save as and saving a document		
Navigating a Document	Scrolling and searching in a document		
Additional editing techniques	Moving and copying text/Using AutoCorrect/Selecting text techniques		
Character and paragraph formatting	Character formatting techniques/Paragraph formatting indents/Bullets and numbered lists/Line breaks and line spacing		
Introduction to tabs and tables	Tabs/Creating a table/Enhancing a table		
Controlling page appearance	Headers and Footers/Margins/Page breaks		
Tools and printing	Use proofing tools/Printing a document, envelopes and labels		
Tables	Tables/Drawing a table/Performing calculations in tables/Creating charts/Importing worksheets and data		
Introduction to styles	Applying styles/Creating styles/Redefining and deleting styles/Using styles to create an outline		
Introduction to templates	Using templates/Using fax template/Examining the normal template		
Introduction to merging	Creating data/Completing main documents/Merging data with main documents/Managing merges/Creating catalogues		
Introduction to macros	Creating and assigning macros/Editing and testing macros/Deleting macros		
Newspaper columns	Formatting text into newspaper columns/Using graphics/Sections/Sorting		
Internet basics	Understanding the Web/Word Internet features		
Customising the workspace	Customising the workspace		
Advanced styles	Using Autoformat feature/Linking styles/Managing styles		
Creating templates and forms	Examining templates/Creating and enhancing templates/Creating a form		
Using graphic effects	Drawing in a document/Working with Clip Art and graphics/Using WordArt		
Working with large documents	Creating a master document/Generating an index/Preparing to print		
Document layout	Using sections to control layout/Formatting a document for binding/Creating footnotes and endnotes/Using bookmarks/Creating cross references		
Sharing documents	Routing a document/Using highlights and comments/Creating, comparing and merging multiple versions of documents		

I confirm that I have completed this form to the best of my knowledge.

Signature.....

SKILLS ASSESSMENT FORM

POWERPOINT

NAME:..... DATE:.....

CONTENTS	TOPIC INCLUDES	YES	NO
Introduction to PowerPoint	Starting and opening a presentation/Orientation to views and the screen		
Beginning a presentation	Creating a title and bullet slide in Slide view/Creating a slide in Outline view/Editing slides/Spelling		
Drawing tools	Working with drawing tools/Working with text and drawn objects/Enhancing drawn objects		
Clip Art and WordArt	Using Clip Art/Using WordArt		
Organisation charts and Microsoft Graph	Creating an organisation chart/Organisation chart options/Orientation to Microsoft Graph/Editing a column chart		
Templates and the Slide Master	Selecting and applying a template/Changing text and bullets in the Slide Master/Removing Slide Master objects and adding a footer		
Slide shows, output and presentation options	Slide show options/Adding transitions and animation to a slide show/Running a manual and automatic slide show/Working with speaker notes/Printing a presentation		
Working with templates	Working with presentations and fonts/Creating your own template		
Working with graphic objects	Working with Clip Art/Using AutoCorrect and Style Checker		
Importing and embedding objects	Creating a table/Enhancing the table/Editing the table/Importing and embedded charts		
Advanced drawing techniques	Aligning and rotating flow-chart objects/Enhancing flow-chart objects		
Additional PowerPoint features	Customising PowerPoint toolbars/Other customising options/Working with the Internet and hyperlinks		
Examining Animation and multimedia	Working with animation/Multimedia		

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Signature.....

SKILLS ASSESSMENT FORM - EXCEL

NAME:

DATE:.....

CONTENTS	TOPIC INCLUDES	Y E S	N O
Introduction and Excel Basics	What are spreadsheets/The Excel program/The workbook environment		
Entering data and navigating in a worksheet	Entering and correcting data/Saving a file/Using formulas/Opening a second file/Navigation and movement techniques		
Modifying a workbook	Working with Ranges/Working with functions/Editing cell contents		
Moving and copying data	Inserting rows and ranges/Moving data/Copying data/Absolute references/Using the Fill Series feature		
Formatting a worksheet	Formatting a worksheet/Number formats and text alignment/Copying and pasting formats/Special and custom formatting		
Printing a worksheet	Checking spelling/Using the Print Preview command/Additional print options		
Introduction to the workbook environment	Using a multiple-sheet workbook/Creating a chart/Outlining/Spreadsheet Solutions		
Creating charts	Creating a chart sheet/Creating an embedded chart/Comparing charts sheets with embedded charts		
Modifying charts	Chart types/Modifying embedded charts/Adding and deleting chart items/Moving and sizing chart items		
Formatting charts	Formatting chart text/Formatting numbers/Formatting the chart/Printing a chart sheet		
Using graphic objects	Adding graphic objects/Formatting graphic objects/Using graphic objects to enhance worksheets and charts		
Sorting data	Single-level sorting/Multiple-level sorting/Sorting options/Design considerations		
Filtering data	Filtering a list/Custom criteria/Multiple-condition criteria/Managing a filtered list		
Querying data	Database functions/External databases and queries		
Customising the work area	Working with existing toolbars/Creating a toolbar/Creating and using styles, templates		
Advanced formula construction	Nested functions/The IF function/The VLOOKUP function/Error handling and the Auditing features		
Pivot tables	Creating and working pivot tables/Viewing pivot tables at different levels		
Multiple file linking	Working with workbooks/Linking individual cells/Workbook versus links and workspaces		
Consolidating data and using analysis tools	Consolidating worksheets/Using the Goal Seek and Solver utilities		
Protect and display options	Using comments/Protecting the worksheet/Hiding information/Custom views		
Introduction to macros	Running a macro/Recording a macro/Viewing and editing VBA code		

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Signature.....