

Needs Analysis Word



Please answer the following questions as honestly as you can so your training needs may be accurately determined.

Name: **Role:**

I use Word mostly for:..... **I want to learn about:**

Can you perform the following tasks in Word?

	Yes	No	Not Sure		Yes	No	Not Sure
Select with Mouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use Outline View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select with Selection Bar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Promote/Demote Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cut, Copy, Paste, Undo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Create Master Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Paste Options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add Section Breaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Format Text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Change Section Breaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change Case	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Apply Columns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Format Painter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert a Header/Footer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Paragraph Spacing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add Filename and Path	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set/Modify Tab Stops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add Page Numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert Page Breaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Section Headers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spell Check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add Bookmarks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create/Apply Styles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	REF Bookmarks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Find/Replace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Create Templates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create/Insert Quick Parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mail Merge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply Bullets/Numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Merge Format Switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modify Bullets/Numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Apply Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply a Multilevel List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Create a TOC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert/Modify Tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Create an Index	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Symbols like é, ✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add Footnotes/Citations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add Pictures/SmartArt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Track Changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modify Text Wrapping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Record a Macro	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>