

TRAINING NEEDS ASSESSMENT – Microsoft Word Intro –

Name: _____
 Facility: _____
 Department: _____
 Date: _____

Answering the following questions will help identify your current skill level and training needs.

How do you envision using Microsoft Word in your daily work? (e.g. creating memos, letters, tables, reports, flyers, envelopes, labels)

What specific skills would you like to acquire through this training?

Please rate your current level of familiarity with the following applications: (circle answer)
 1 = Not Familiar 2 = Somewhat Familiar 3 = Very Familiar

Creating a letter	1	2	3
Creating a simple report	1	2	3
Creating a flyer	1	2	3
Creating a memo	1	2	3
Working with tables	1	2	3
Editing text	1	2	3
Using undo and redo	1	2	3
Copying text	1	2	3
Move text	1	2	3
Adjusting line spacing	1	2	3
Using tab stops	1	2	3
Using bullets and numbering	1	2	3
Using borders and shading	1	2	3
Setting page orientation	1	2	3
Using clip art	1	2	3
Working with the formatting toolbar	1	2	3
Working with find and replace	1	2	3
Working with pictures	1	2	3
Inserting tables	1	2	3
Inserting rows and columns	1	2	3
Table column and row properties	1	2	3