



Word Processing Skills Evaluation

Skill	Excellent	Good	Fair	Don't Know
Abi Word				
Open Office Writer				
Microsoft Office Ribbon				
Document Styles				
Cut, Copy & Paste with Options				
Multilevel List				
Inserting Tables & Editing				
Paragraph Alignments				
Smart Art				
Spelling and Grammar (3 Ways)				
Charts				
Format Painting				
Insert Objects				
Decimal, Center Tabs				
Headers and Footers				
Margins				
Columns				
Orientations				
Foot & Endnotes				
Envelopes & Labels				
Insert Hyperlinks				
Insert Bookmarks				
Thesaurus				
Translations				
Compare Documents				
Combine Documents				
Comments				
Tracking Changes				
Document Views				
Document Mapping				
Zooming				
Restrict Formatting & Editing				
Apply Password to Open Docs				
Save Doc to other than My Docs				
Knowledge of other Save Formats				
Show / Hide Paragraph Marks				
7 ways to Select Text				
Ribbon Dialog Launchers				
Status Bar Recognition / Editing				
Document Properties / Inspection				
Mark Document as Final				
Digital Signatures				
Clear Formatting				