MICROSOFT WORD

SKILLS CHECKLIST

As you acquire and master a skill, check off the box next to it

BEGINNER SKILLS

Move, Copy and Find and Replace Text
- ☐ Select text
- ☐ Cut, Copy and Paste text
- ☐ Find and Replace text

Format Characters and Paragraphs
- ☐ Format characters – font, size, color, bold, etc.
- ☐ Set tabs – left, right and center
- ☐ Format paragraphs using toolbar, ruler
- ☐ Paragraph indents, spacing, alignment

Create and Edit Tables
- ☐ Create a new table
- ☐ Modify an existing table
- ☐ Enter text in a table and apply formatting
- ☐ Convert text to a table and back
- ☐ Add design features to a table

Modify Page Layout
- ☐ Adjust page margins
- ☐ Number pages, add headers, footers
- ☐ Insert page breaks
- ☐ Add a cover page

Printing and Publishing Documents
- ☐ Check spelling and grammar
- ☐ Select printer, preview, and print documents
- ☐ Publish a document by email
- ☐ Save a document as a PDF file
- ☐ Print envelopes and labels

Use Graphics
- ☐ Insert a photo in a document
- ☐ Wrap text around a photo
- ☐ Insert a Microsoft Word Clip Art object
- ☐ Insert a drawn shape in a document
- ☐ Create a WordArt object

Use Document Templates
- ☐ Create a document using template
- ☐ Create a template using an existing document

INTERMEDIATE SKILLS

Document Sections
- ☐ Insert/remove a section break
- ☐ Vary formatting across sections
- ☐ Use a Cover Page menu to create a cover page
- ☐ Remove page numbering from first page
- ☐ Insert Header/footer and page numbers

Tables
- ☐ Add a new table
- ☐ Create a nested table
- ☐ Resize a table
- ☐ Apply a table style to a table
- ☐ Paste a table from Excel into a document
- ☐ Embed an Excel Worksheet in Word document

Work with Columns
- ☐ Add a column to a document
- ☐ Mix column formats within a document
- ☐ Insert one-column page in multicolumn document
- ☐ Apply a Watermark to a document

Work with Styles
- ☐ Apply a style to a document using Quickstyles
- ☐ Create a new style by using an example
- ☐ Modify an existing style
- ☐ Copy a style from one document to another

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SKILLS CHECKLIST

ADVANCED SKILLS

Use Mail Merge

- [ ] Create a main document for Mail Merge
- [ ] Create a recipient list
- [ ] Insert Fields in the main document
- [ ] Configure Outlook to use Mail Merge
- [ ] Prepare an existing list for use with Mail Merge
- [ ] Print/email a Mail Merge document
- [ ] Create mailing labels

Work with Forms and Fields

- [ ] Insert a field in a document
- [ ] Insert a link to another document
- [ ] Design and Create a simple form
- [ ] Save a form as a template
- [ ] Protect a form from changes

Work with a Large Document

- [ ] Create a master document
- [ ] Import a subdocument into a master document
- [ ] Split one document into two documents
- [ ] Create a table of contents for a document
- [ ] Insert a footnote and an endnote
- [ ] Create a bookmark
- [ ] Insert a cross-reference to a bookmark

Manage Document Revisions and Comments

- [ ] Enable revision tracking in a document
- [ ] Accept or reject a revision
- [ ] Protect a revision from modification by others
- [ ] Compare two documents side by side
- [ ] Combine two documents into one
- [ ] Insert a comment in a document
- [ ] Delete a comment from a document

This checklist is intended as a personalized reference guide for your professional development. It is not intended to be a part of the performance review process.

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