**Client Name:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Skill** | **Yes** | **No** | **Some** | **Comment** |
| **Core skills** |
| Create a document from scratch or using a template |  |  |  |  |
| Add some text to the document |  |  |  |  |
| Change font, colour and highlight some of the text |  |  |  |  |
| Change text to be bold, italic or underlined |  |  |  |  |
| Increase/Decrease font size |  |  |  |  |
| Use Cut, Copy and Paste |  |  |  |  |
| Add a text effect |  |  |  |  |
| Add a style to text |  |  |  |  |
| Align text (left, right, centre, right justify) |  |  |  |  |
| Select and move a block of text with the mouse |  |  |  |  |
| Add a border to text |  |  |  |  |
| Add a header or footer to the document |  |  |  |  |
| Add a page number and other automatic text to a header/footer  |  |  |  |  |
| Copy the formatting using the format painter |  |  |  |  |
| Edit/Change a single word using the cursor to insert or double click to select a word |  |  |  |  |
| Save the document to different locations (Also to OneDrive in newer versions) |  |  |  |  |
| Save the document in different formats (e.g. PDF etc.) |  |  |  |  |
| Printing a document (and review different printing options) |  |  |  |  |
| Share a document (email etc.)/Review document information |  |  |  |  |
| Open a recent document  |  |  |  |  |
| Insert a table into a document (Convert existing text to table e.g. tabs etc.) |  |  |  |  |
| Draw a table with columns manually |  |  |  |  |
| Apply a design to a table |  |  |  |  |
| Format a document using themes  |  |  |  |  |
| Insert images (Pictures, Shapes, SmartArt or a Chart) |  |  |  |  |
| Shortcut keys for common tasks in Word (CRTL + S. CTRL + A etc.) |  |  |  |  |
| Add bullet points or numbers to text |  |  |  |  |
| Add a multi-level list  |  |  |  |  |
| Change tab spacing |  |  |  |  |
| Show formatting on/off |  |  |  |  |
| Select text (all etc.) |  |  |  |  |
| Find and replace text |  |  |  |  |
| Change Page Orientation |  |  |  |  |
| Change Page Size |  |  |  |  |
| Spell Check a Document |  |  |  |  |
| Change the Language  |  |  |  |  |
| View a Word Count |  |  |  |  |
| Use a Thesaurus look-up |  |  |  |  |
| Read, Print and Web view mode |  |  |  |  |
| Show Ruler, Gridlines and Navigation Panes |  |  |  |  |
| Zoom and other page view options |  |  |  |  |
| Page/Paragraph Setup shortcuts |  |  |  |  |
| Insert a page break |  |  |  |  |
| Insert Date/Time |  |  |  |  |
| Using Help in Word |  |  |  |  |
| **Advanced Skills** |
| Show Line Numbers |  |  |  |  |
| Word Hyphenation options (words on new line or hyphenated) |  |  |  |  |
| Add a Cover Page |  |  |  |  |
| Add a bookmark (and use the “Go To” option to find it again) |  |  |  |  |
| Add a symbol to a document (e.g. copyright, trademark) |  |  |  |  |
| Add a Quick Parts Field (e.g. filename, number of words etc.) |  |  |  |  |
| Add a Table of Contents |  |  |  |  |
| Add a Hyperlink |  |  |  |  |
| Add a Cross Reference |  |  |  |  |
| Add a Comment |  |  |  |  |
| Add a Watermark |  |  |  |  |
| Change Page Colour |  |  |  |  |
| Add a Page Border |  |  |  |  |
| Add Columns (to selected text) |  |  |  |  |
| Add a footnote |  |  |  |  |
| Use Smart Lookup |  |  |  |  |
| Creating mail merges |  |  |  |  |
| Check Accessibility options |  |  |  |  |
| Track Changes |  |  |  |  |
| Add Captions and Insert a Table of Figures |  |  |  |  |
| Create bibliography, citations, references |  |  |  |  |
| Insert a Textbox |  |  |  |  |
| Hide/Unhide ribbon bar |  |  |  |  |

**Assessment Completed by:**

**Date:**

**Action Plan**

|  |  |  |
| --- | --- | --- |
| **Agreed Skills to Develop** | **Target Date** | **Comments/Progress** |
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**Review/Re-assessment Date:**