Word Skills Self-Assessment

Name _____

Department _____

Please rate your knowledge of the following MS Word topics

	I feel comfortable doing and could show others	I have done but am not completely comfortable	I would like to learn how to use/didn't know feature available	I don't feel I need to use this feature in my present job
Edit text including selecting and inserting new text in a document	❑	❑	❑	❑
Use of cut, copy and paste in a document	❑	❑	❑	❑
Use of cut, copy and paste between documents	❑	❑	❑	❑
Format text with bold, italic, underline, color, size	❑	❑	❑	❑
Insert bullet and number lists	❑	❑	❑	❑
Indent text from the left margin	❑	❑	❑	❑
Add page numbers automatically	❑	❑	❑	❑
Insert page breaks	❑	❑	❑	❑
Create headers and/or footers	❑	❑	❑	❑
Use tabs to line up columns of text and numbers	❑	❑	❑	❑
Create tables with shading & borders (this document is an example of a table)	❑	❑	❑	❑
Add up numbers using formulas	❑	❑	❑	❑
Insert graphics and have text wrap around them	❑	❑	❑	❑
Insert graphic objects (stars, banners, arrows) in documents	❑	❑	❑	❑
Insert moveable text boxes in your document with the text box tool	❑	❑	❑	❑
Use paragraph borders and shading	❑	❑	❑	❑
Create page borders	❑	❑	❑	❑
Create an automatic table of contents and index	❑	❑	❑	❑
Use styles to format long documents, such as catalogs or policy manuals	❑	❑	❑	❑
Use three column format for brochures	❑	❑	❑	❑
Create graphs or charts in Word	❑	❑	❑	❑
Track changes in a document being edited by multiple people	❑	❑	❑	❑

Excel Skills Self-Assessment

Name _____

Department _____

Please rate your knowledge of the following MS Excel topics

	I feel comfortable doing and could show others	I have done but am not completely comfortable	I would like to learn how to use/didn't know feature available	I don't feel I need to use this feature in my present job
Edit text or numbers	❑	❑	❑	❑
Indent text in cells	❑	❑	❑	❑
Format text with bold, italic, underline, color, size	❑	❑	❑	❑
Rename worksheets in a workbook	❑	❑	❑	❑
Change the order of the worksheets	❑	❑	❑	❑
Insert new worksheets in a workbook	❑	❑	❑	❑
Fill a series (Jan, Feb, Mar) or fill formulas using the fill handle	❑	❑	❑	❑
Change the width of columns and height of rows using autofit	❑	❑	❑	❑
Create a formula	❑	❑	❑	❑
Use functions (Sum, Average, If, Today)	❑	❑	❑	❑
Use nested functions (more than one function in the same formula)	❑	❑	❑	❑
Center text across multiple columns	❑	❑	❑	❑
Sort columns	❑	❑	❑	❑
Create a graph (pie, column, bar)	❑	❑	❑	❑
Format the displayed numbers with dollar signs, commas, percent signs	❑	❑	❑	❑
Add headers and/or footers to the worksheets	❑	❑	❑	❑
Change the orientation of the page	❑	❑	❑	❑
Change the orientation of text	❑	❑	❑	❑
Make columns and rows stationary by freezing them	❑	❑	❑	❑
Set print area	❑	❑	❑	❑
Insert & remove subtotals and totals automatically	❑	❑	❑	❑
Filter rows for specific criteria (all seniors, all girls, etc.)	❑	❑	❑	❑
Use a pivot table to analyze data	❑	❑	❑	❑
Print a document showing/hiding gridlines and column headings	❑	❑	❑	❑
Name cells and ranges for use in formulas	❑	❑	❑	❑

Outlook Skills Self-Assessment

Name _____

Department _____

Please rate your knowledge of the following Outlook topics

	I feel comfortable doing and could show others	I have done but am not completely comfortable	I would like to learn how to use/didn't know feature available	I don't feel I need to use this feature in my present job
Create emails	❏	❏	❏	❏
Reply to emails	❏	❏	❏	❏
Forward emails	❏	❏	❏	❏
Create an auto signature	❏	❏	❏	❏
Attach documents to emails	❏	❏	❏	❏
Set importance of emails	❏	❏	❏	❏
Request a return receipt	❏	❏	❏	❏
Create files in the inbox to organize email messages	❏	❏	❏	❏
Move messages from one email folder to another	❏	❏	❏	❏
Create rules to automatically file incoming mail	❏	❏	❏	❏
Sort mail by sender/subject/receipt date & time	❏	❏	❏	❏
Use "voting buttons" to easily poll mail recipients and keep track of responses	❏	❏	❏	❏
Add and edit contacts	❏	❏	❏	❏
Create distribution lists of frequently used contact groups	❏	❏	❏	❏
Add appointments to the calendar	❏	❏	❏	❏
Add/modify reminders to appointments	❏	❏	❏	❏
Invite attendees to meetings electronically	❏	❏	❏	❏
Create recurring appointments	❏	❏	❏	❏
Keep track of tasks in the task list	❏	❏	❏	❏
Assign tasks to others remotely	❏	❏	❏	❏
Keep track of phone calls/faxes sent/received/etc. via the Journal feature	❏	❏	❏	❏