



Cleary
Training
Associates



Microsoft Word Pre-Course Questionnaire

| | | | |
|-----------------|--|-------------------|--|
| Name: | | E-Mail: | |
| Company: | | Telephone: | |

| | |
|---------------------------------------------------------|--|
| How long have you been using Microsoft Word? | |
| Which version do you use? (e.g. '97, 2000, etc.) | |

| | Yes | No |
|-----------------------------------------------------------|--------------------------|--------------------------|
| Have you used Microsoft Word before? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you used a typewriter? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are you familiar with other Windows or Mac OS programmes? | <input type="checkbox"/> | <input type="checkbox"/> |

| | I don't know what this is | I know little about this | I have a good idea what this is | I know all about this |
|-------------------------------------|---------------------------|--------------------------|---------------------------------|--------------------------|
| Create, Save and Open files in Word | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bold, Italic & Underline | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cut Copy & Paste | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Automatic Numbers & Bullets | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Line & Paragraph Spacing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| AutoText | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| AutoCorrect | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tables | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Borders & Shading | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Mail Merge | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Create Templates | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Footnotes & Endnotes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Styles | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cross-References | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Index & Table of Contents | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Comments: |
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