Please provide answers to the below questions on your computer literacy questions. It is important that you answer the questions honestly to reflect your current abilities and confidence with computer use.

**Microsoft Word**

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| **Your Word Skills:** | Have never used it |  | Basic |  | Average |  | Good |  |

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| --- | --- | --- | --- |
| Create and save a document |  | Insert a date to show the current date within a document |  |
| Save a document with a different name |  | Preview and print a document |  |
| Apply Spelling and Grammar checks |  | Select blocks of text, eg a word, a paragraph, the whole document |  |
| Navigate through a document |  | Use Find and Replace |  |
| Cut, copy and paste blocks of text |  | Change font type and size, eg change from Arial to Times New Roman, and from 10 to 12 |  |
| Change font styles and underlines, eg bold, italic, double underline, strike through |  | Apply special effects to Fonts, eg highlights, cases, colour, text effects, shadow |  |
| Use Format Painter |  | Alter line and paragraph spacing |  |
| Change paragraph alignment, eg left, right, centre, justified |  | Change paragraph indents, eg left and right indents |  |
| Change page options, eg margin settings , orientation, paper size, page breaks, page numbers |  | Apply borders and shading to a document |  |
| Insert bullets and numbers to paragraphs |  | Work with multiple documents |  |
| Create and modify tables |  | Understand keeping lines and paragraphs together |  |
| Use Styles, eg for consistency in long document |  | Create section breaks and understand the different types |  |
| Create headers and footers |  |  |  |
| Insert and manipulate pictures, eg replace, remove background, change colouring |  |  |  |
| Save a document as a PDF |  | Apply and remove Track Changes |  |
| Insert and format a Table of Contents |  |  |  |

**Microsoft Power point**

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| **Your PowerPoint Skills:** | Have never used it |  | Basic |  | Average |  | Average + |  | Good |  |

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| Create a new blank presentation |  | Open an existing presentation |  |
| Save a presentation |  | Create a presentation based on a template |  |
| Preview a slide show |  | Insert slides and text |  |
| Insert pictures |  | Insert a table |  |
| Apply a different layout to a slide, eg for bullets, numbers and text rather than drawing text boxes |  | Create a chart |  |
| Apply WordArt to text |  | Convert text to SmartArt |  |
| Apply styles and colours to SmartArt |  | Insert and modify a SmartArt graphics, e.g. an organisation chart |  |
| Manipulate objects, e.g. resize, group, align, send to back, bring forward, rotate, etc. |  | Use Shapes to create custom shapes, lines, circles, etc. |  |
| Copy objects, e.g. drawing shapes, lines, pictures, charts |  | Work in Slide Sorter View and Notes Page View |  |
| Reuse slides from another presentation |  | Add and remove sections |  |
| Create a hyperlink, e.g. to jump to a different slide, presentation, or application |  | Print different elements of a presentation, e.g. slides, audience handouts, speaker notes |  |
| Customise a table, eg insert rows and columns, merge cells, apply a style, format data, etc |  | Customise a chart, e.g. change the chart type, apply a style, modify data, format elements, etc. |  |
| Remove an image’s background |  | Insert and modify ClipArt |  |
| Insert a screenshot, eg to capture an image from a computer screen |  | Set the timings for multiple animations on a slide |  |
| Apply animation to objects on slides, eg entrance, emphasis, exit and motion path effects |  | Insert a video and audio clip |  |
| Apply slide transitions, eg the movement from one slide to another |  | Adapt existing themes in a presentation |  |
| Insert a ClipArt video, eg an animated GIF |  | Use Rehearse Timings to adapt the time for each slide |  |
| Apply standard themes to a presentation – combination of theme colour, fonts and effects |  | Change the slide background in a presentation |  |

**Microsoft Excel**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Your Excel Skills:** | Have never used it |  | Basic |  | Average |  | Average + |  | Good |  |

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| Create and save a workbook |  | Write formulas using brackets where required, e.g. =(A1+A2)/A3 |  |
| Write basic formulas, e.g. = A1\*A2 |  | Selecting ranges with cells together and separate |  |
| Move and copy data |  | Understand Font formatting – size, font, bold, italics, working with colour |  |
| Use Format Painter |  | Understand Cell alignment – alignment, orientation, wrapping, merging, rotating, indenting |  |
| Format numbers (eg to display with two decimal places – 1,2344.50, as currency - £1,234.50) |  | Adjust column widths and row heights |  |
| Preview and print a worksheet |  | Create simple charts |  |
| Understand Filling a Series and using Options and Custom Lists |  | Can move data to other worksheets and workbooks |  |
| Change the Page Layout, eg Margins, Headers, Footers, Background, Orientation, Paper Size |  | Insert and delete columns, rows and worksheets |  |
| Use different Views, eg Page Break Preview, Page Layout |  | Move and copy worksheets to the same or a different workbook |  |
| Hide and unhide worksheets |  | Use Find and Replace to change formulas |  |
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Thank you for taking the time to complete this questionnaire.