



MICROSOFT WORD

Word 2016 Fundamentals (WRD001)

Traditional Learning Pathway



SELF-ASSESSMENT CHECKLIST

Name: Type your name

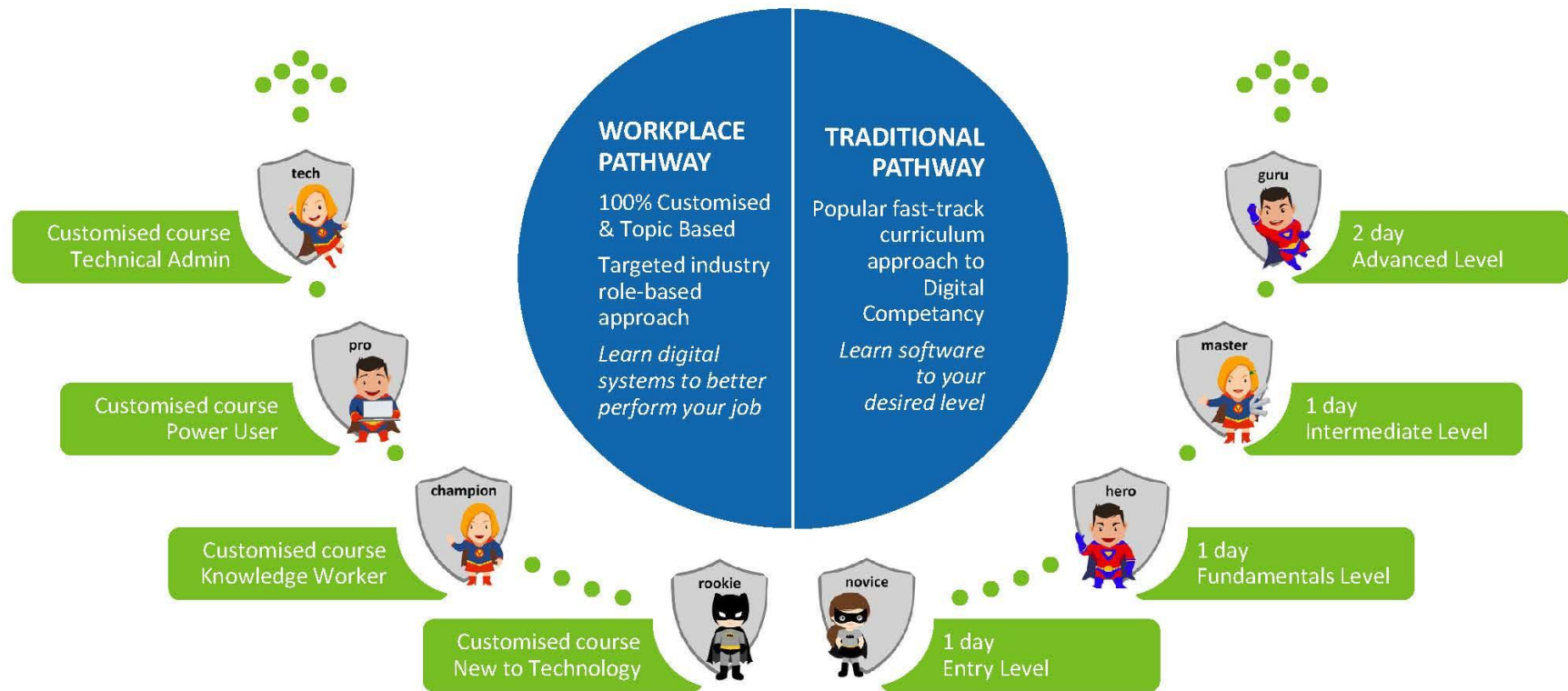
Please indicate your skill competency in the course pre-requisites by placing a tick in the check box if you believe you are competent:

- I can switch on the computer and log onto my account
- I can start Word using the Start button
- I am at ease working in the Windows environment
- I can maximise, minimise and close windows
- I can use the five basic mouse techniques – point, click, double click, click and drag, right-hand button click
- I can use the keyboard to type basic phrases
- I can operate more than one task in the Windows environment
- I understand the concept of the ribbon in Word and am familiar with some basic ribbon tools
- I have a basic understanding of what Word is used for



intelligent tech | intelligent solutions | intelligent staff

www.intelliteq.com.au | info@intelliteq.com.au | 0418 748 398 | PO Box 474, Edge Hill, Qld 4870



PATHWAYS TO PROFICIENCY