



Microsoft Word: Training Needs Analysis Questionnaire

The word **document** should be taken to include items such as letters, reports, manuals, booklets, fax front sheets, invoices, vouchers, certificates, invitations, labels, addresses, etc.

Rate your knowledge and ability to do each item as either –

- not needed,
- know very little about how to do this,
- still have some problems still doing this or
- can do this confidently every time.

		Not needed	Very Little	Some Problems	Confidently
1	How much do you use Microsoft Word in your day to day work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Create new documents from scratch.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Want to produce standard documents again and again e.g. a standard appointment letter, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Cut and paste information between multiple documents at the same time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	The basics (How to open, close and save word documents).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	How to use toolbars and icons that appear in MS Word.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Change and alter the size and style of text within a document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Change or alter the spacing of the text on the page modifying paragraphs and spacing, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Change or alter the layout of text so there are bullets or numbers in the document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Change the amount of space between words and the page edge or change its size orientation (e.g. in the middle of a document you want a page which is turned on its side to fit a graph or table on better).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Use multiple pages and want to know all about the headers and footers on each page.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Use colour on the page behind text or within tables.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Edit a document and move text and pictures around within the same document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Regularly change a few items within a document such as someone's name, a key date, etc. without retyping them all.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Use word to create email messages (nb: this does require you to have Outlook or similar software!)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Print documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Regularly use a 'standard' document e.g. a similar letter or report in which only the names, dates or a few other bits of information change.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Create documents that have tables of contents and references.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Rate your knowledge and ability to do each item as either –

- not needed,
- know very little about how to do this,
- still have some problems still doing this or
- can do this confidently every time.

		Not needed	Very Little	Some Problems	Confidently
19	Create documents in which I can change the style and look of the text within it regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Add tables of information into a document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Use a table that calculates some figures for me within a word document (e.g. an invoice which calculates VAT)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Insert pictures, clipart or other shapes within a document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Add text to a document and have it wrap around pictures and graphics, or have it in columns like a newspaper.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Understand how to add, move and copy text within a document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Type addresses on different size envelopes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Addresses or other text, such as name labels (as on a badge) to labels and vary the size of those labels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Turn Word documents into HTML pages that can be used on the web or viewed by people without word using an internet browser.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Create areas within a document that link to specific web pages on the internet or to another part of the same document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Add comments to a document that are separate from the main body of the text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Print all or some specific pages of the document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Create documents where individuals can only enter information onto certain parts of the document or from a menu of choices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Carry out the same task on a document repeatedly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Pick a key on the keyboard or button on the screen that allows me to start the task (a macro) I have already created.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Create a document that contains footnotes and/or endnotes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	Check the grammar within a document or search the thesaurus for alternative words that may be more appropriate within the document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	Keep a track of what changes have been made to a document and by whom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	Create multiple documents with a common look where only certain parts are different, eg. A letter where the name and address are different.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	Create effects that can be seen on web pages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	Create documents where several different people will responsible for editing different parts of the document.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	Create documents which are 'pick and mix' in that each one will contain one or more standard paragraphs/ chapters/ pages. Each document I create would be different but the paragraphs/ chapters/ pages would not.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>