

Name	
Job title	
Company name	
Your contact details (email/phone)	

How long have you been using Word?

What do you use Word for?

What version do you use? 2003 XP 2007 2010 2013 2016 Office 365 other (please circle)

	Would like to learn/improve (please tick)	I can already do this	I don't need this
Open a new document			
Save a document			
Print a document (or selected pages), print preview			
Change page orientation			
Apply bold/italics/underline			
Find and replace text			
Perform a spellcheck			
Move text around the document using cut/copy/paste			
Change line spacing			
Add a bulleted list			
Apply automatic numbering			
Create a customised multi-level numbering style			
Create and modify a Word table			
Sort data in a table			
Add formulae to tables			
Add page breaks			
Change margins			
Add tabs			
Use headers and footers to add pages numbers/file name etc			
Draw shapes			
Add symbols			
Add organisation charts/flowcharts			
Add hyperlinks			
Add automatically updating date and time			
Use format painter			
Add tables of contents			
Use styles			
Use autocorrect			
Insert/resize images and logos			
Apply controlled borders and shading to a table.			
Calculate using simple formulae within a table.			
Track changes			
Use mail merge to create customised letters/emails/envelopes.			
Produce addressed labels and envelopes.			
Protect a document for opening and editing.			
Create and use QuickParts for common text			
Create templates			
Produce a customised bulleted list.			

Any comments on what is a priority for you, any common difficulties, anything else you need to know and special requirements:

Please complete and email back to [contact@paramount-training.com](mailto:contact@paramount-training.com)