

Microsoft Word Skills

Please identify the skills you are confident in completing independently by placing a checkmark in the box.

- Add text to a word processing document.
- Format text in a document.
- Indent text using the default tabs.
- Create a bulleted and a numbered list.
- Customize bullets in a bulleted list.
- Insert special characters such as a copyright symbol or degree symbol.
- Add clip art images to a document.
- Add WordArt to a document.
- Add an image from a file or scanner to a document.
- Place an autoshape in a document.
- Format an autoshape that has been placed in a document.
- After an image has been placed in the document, resize the image.
- Crop an image that has been placed in a document.
- Customize WordArt that has been included in a document.
- Obtain clip art and other images from Microsoft Clips Online.
- Wrap text in a document around an image.
- Add charts and diagrams to a document.
- Place a textbox in a document.
- Include a sound file or movie file in a document.
- Insert a horizontal line within a document.
- Place a hyperlink in a document to a resource on the Internet or a file on the computer.
- Create a calendar using the calendar wizard or a template.
- Create a letter or resume using the wizard or template feature.
- Locate an alternate word with the built in Thesaurus.
- Create form letters using mail merge.

- Use the undo or redo function while creating a document.
- Format a document with borders and shading.
- Create tab settings for a document.

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- Add a break (continuous, column, etc.) to a document.
- Add columns using the columns feature.
- Change the paragraph spacing for a document.
- Setup and use a set of styles for a document.
- Create a document that has a header or footer on all pages.
- Add footnotes to a document.
- Add a captions to pictures, tables or other items in a document.
- Check the spelling and grammar for an entire document.

- Change the margin settings for a document.
- Alter page settings (orientation, gutter, book fold) for a document.
- Change default font settings for all Word documents.
- Customize the auto correct feature.
- Make an outline using the outline feature.

- Place a table in a Word document.
- AutoFormat a table that has been placed in a Word document.
- Adjust table column width and row height.
- Fill a table cell with color.
- Calculate numbers in a table.
- Create a pie chart within a document.

- Save a document to a storage device (hard drive, jump or flash drive, etc.)
- Save a document as a webpage.
- Use the versions feature to save multiple versions all within one document.
- Print a paper copy of a document.
- Print front and back copies using the manual duplex feature.

- Look at a document in different views (normal, print, reading).
- View drawing toolbar (2003) or use the insert tab (2007) to access drawing tools.
- Activate the track changes features as an editing tool.
- Add comments to existing text for use when revising documents.
- Use the highlighter in Word to accent a word, sentence or paragraph.
- Use the find/replace tool to locate and/or replace a word in a document.