**PLEASE READ ALL INSTRUCTIONS**

You must complete and return this form before being accepted as a participant on the *Word* course.

**You should complete and save the file on your computer.**

**Alternatively you can print the file and complete it by hand – you will then need to scan the document.**

**You may be requested to ENABLE CONTENT if your security level is set too high.**

**Email your completed form to** **tna@dti.ie** **no later than 10 days before the course date.**

**Please provide your direct contact details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Email:** |  |
| **Company:** |  | **Department:** |  |

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| **Course Date:**If you are already booked on a course OR intend booking a scheduled course – what date is the course scheduled for? |  |

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| Have you ever attended a formal course in this subject? |  |  |

|  |  |  |
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| If Yes – Was the Course delivered by D.T.I.? |  |  |

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| --- |
| If you attended a formal training course in the past, please indicate when this training took place and at what level it was aimed *(Click Dropdown Arrows)*. |
| When |  | Level |  |

Please indicate if you can comfortably perform the following tasks:

More on next page…

| Task Or Feature |  | Yes | No |
| --- | --- | --- | --- |
|  |  |  |  |
| Opening, Closing and Saving files. |  |  |  |
| Entering Text. |  |  |  |
| Undo and correcting mistakes (Delete Vs. Backspace) |  |  |  |
| Cut, copy & paste. |  |  |  |
| Working with menus and toolbars. |  |  |  |
| Formatting Text – Font, Size, Colour |  |  |  |
| Creating Paragraphs |  |  |  |
| Formatting Paragraphs – Line Spacing – Before & After |  |  |  |
| Aligning Text |  |  |  |
| Check spelling. |  |  |  |
| Setting up the page size, margins, etc.  |  |  |  |
| Using The Format Painter |  |  |  |
| Change Case |  |  |  |
| Headers & footers. |  |  |  |
| Print Preview |  |  |  |
| Printing a document. |  |  |  |
| Apply bullets to a list |  |  |  |
| Customise bullets |  |  |  |
| Create a numbered list |  |  |  |
| Use custom number sequences |  |  |  |
| Apply borders to text or paragraphs |  |  |  |
| Insert and use tabs |  |  |  |
| Insert and use indents |  |  |  |
| Working with page breaks |  |  |  |
| Creating And Using tables |  |  |  |
| Inserting and Working with Pictures |  |  |  |
| Wrapping Text around pictures |  |  |  |
| Use fill colours and fill effects |  |  |  |
| Draw a text box |  |  |  |
| Link text boxes |  |  |  |
| Insert autoshapes |  |  |  |
| Group and ungroup objects |  |  |  |
| Reorder objects in a drawing |  |  |  |
| Use SmartArt |  |  |  |
| Create watermarks with pictures or text |  |  |  |
| Password protect a document |  |  |  |
| Create a mailmerge |  |  |  |
| Filter data in a mailmerge |  |  |  |
| Use column breaks, section breaks |  |  |  |
| Convert a body of text to a table |  |  |  |
| Insert calculation fields into a table |  |  |  |
| Sort data in tables |  |  |  |
| Create forms in Word |  |  |  |
| Insert text fields |  |  |  |
| Insert drop-down lists |  |  |  |
| Apply help text to forms |  |  |  |
| Lock and unlock fields |  |  |  |
| Add field codes |  |  |  |
| Add cross-references to a document |  |  |  |
| Use column widths and layouts |  |  |  |
| Create a new text style |  |  |  |
| Modify existing styles |  |  |  |
| Track changes in a document |  |  |  |
| Add and edit Comments, Footnotes & Bookmarks |  |  |  |
| Insert Captions  |  |  |  |
| Create an index in a document |  |  |  |
| Create a Table of Contents in a document |  |  |  |
| Create charts in MS Word |  |  |  |
| Create a Master Document with Subdocuments |  |  |  |

More on next page…

IMPORTANT

**Not everything listed above will be covered on your course.** Your training department has already indicated what their Aims & Objectives are for the course. This will be the determining factor in deciding the course content. To facilitate your training group we will customise the content so that it reflects the overall level of training required by the whole group. Therefore many items on the course might already be familiar to you. We would ask for your patience and understanding while we take everyone in the group to the next level.

|  |  |  |
| --- | --- | --- |
| What kind of problems are you continually experiencing while using this application?  |  |       |

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| Are there specific features - other than those listed above - which you wish to be able to understand? *(These can only be covered if there is sufficient time and it does not detract from the learning already complete)* |  |       |

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| --- | --- | --- |
| Do you have any special needs or requirements which the tutor should know about in advance of the course? |  |       |