

What Do You Need to Know?

Use this self-assessment to help identify which Microsoft Office skills you'd like to learn.

Word

- ☐ Open a new or existing document.
- ☐ Identify the Ribbon.
- ☐ Use Save As to save to a folder and name the document.
- ☐ Identify file extensions.
- ☐ Use Spelling and Grammar check.
- ☐ Format the size, color and type of font.
- ☐ Set single or double spacing.
- ☐ Align text.
- ☐ Use bullets and automatic numbering.
- ☐ Use the Undo button.
- ☐ Cut, copy and paste.
- ☐ Set margins.
- ☐ Select portrait or landscape.
- ☐ Demonstrate knowledge of the difference between "Save" and "Save As" functions.
- ☐ Print.
- ☐ Save and close a document.

Excel

- ☐ Open a workbook.
- ☐ Identify parts of Excel Screen: ribbon, formula bar, active cell, name box, column letter, row number.
- ☐ Locate a cell.
- ☐ Identify sheet tabs, create a new tab, and rearrange tabs.
- ☐ Name worksheets.
- ☐ Create headings and freeze them.
- ☐ Format cells: bold, underline, size, merge and center, wrap text, number (currency, time, percentages, etc.)
- ☐ Adjust rows and columns.
- ☐ Enter data in a cell.
- ☐ Copy and move cell entries.
- ☐ Choose page orientation.
- ☐ Select a print area and print.
- ☐ Save and name workbook.
- ☐ Insert and delete rows and columns.
- ☐ Write a formula in the formula bar (-, +, *, /).
- ☐ Use Auto Fill.
- ☐ Use AutoSum (Sum, average, etc.).
- ☐ Select a range.
- ☐ Sort data (least to greatest, alphabetically, etc.).

- ☐ Create a graph using data.
- ☐ Save and close workbook using the quick access toolbar.

PowerPoint

- ☐ Open a new or existing PowerPoint presentation.
- ☐ Identify parts of the PowerPoint Screen: slide navigation pane, slide pane, notes, the ribbon, quick access toolbar, and scroll bars.
- ☐ Insert new slides, duplicate, or reuse slides.
- ☐ Manage text (insert, delete, copy, cut and paste, drag and drop, format, and use spellcheck).
- ☐ Apply or change a theme.
- ☐ Use zoom control.
- ☐ Insert items into a presentation, resize, and adjust them (video, chart, pictures, clip art, screenshots).
- ☐ Add a textbox, adjust it, resize it, or delete it.
- ☐ Change the view of slides (normal, slide sorter, reading view, slideshow view).
- ☐ Insert, delete and move slides using slide navigation pane.
- ☐ Use the quick access toolbar.
- ☐ Apply and customize slide transitions (select, preview, add sound, automatic advance).
- ☐ Understand the basics of PowerPoint etiquette (limited text, text that stands out on background, clear titles)
- ☐ Play a slideshow, advance through the slides, and end slideshow (using screen toolbar features).
- ☐ Save a presentation as a .ppt, .pdf, .png, etc.
- ☐ Create handouts.
- ☐ Print a presentation.
- ☐ Create a poster by changing size of slides.