

PENN STATE NEEDS ASSESSMENT SURVEY

This survey has been designed to determine your skill level in this particular computer application area. Please indicate which areas you are familiar and/or comfortable with by choosing one of three responses.

No means *I lack any knowledge of this topic*

Somewhat means *I am familiar with this topic, but not comfortable*

Yes means *I understand this topic and can use it*

Microsoft Word Advanced	No	Somewhat	Yes
Using AutoFormat options			
Creating, modifying, and linking styles			
Managing styles with Organizer			
Creating and customizing templates			
Creating macros			
Adding menu commands to a template			
Creating and enhancing forms with Macros and WordArt			
Drawing in a document			
Insert and modify clip art graphics			
Creating an organizational chart			
Creating outlines and a master document			
Generating a table of contents and table of figures			
Using section breaks for document layout			
Using mirror and gutter margins for binding			
Using highlights, annotations, and revision marks			
Using passwords			
12 Yes responses needed for subject mastery			