

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 Intermediate	No	Somewhat	Yes
Customizing the WORD screen and toolbars			
Creating, modifying, and formatting tables			
Using the Table Wizard			
Performing calculations in tables			
Creating graphs			
Creating, modifying, and printing Autotext entries			
Creating, applying, and sharing styles			
Understanding character based styles			
Using templates			
Using a Wizard Template			
Merging data with a main document			
Sorting documents			
Creating and assigning macros			
Editing, testing, and deleting macros			
Formatting text into newspaper columns			
Inserting graphics			
Using hyphenation techniques			
Using multiple column formats			
Locating and managing documents			
Using Mail Merge for labels and envelopes			
15 Yes responses needed for subject mastery			