

Training Needs Analysis Form

Microsoft Word



Please take a few moments to complete this form. It will help us to determine your current skill level and design a tailored training programme to suit. Please be honest and accurate with your answers. Thank you.

Name:	
Company:	
Department:	

Have you used Microsoft Word before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, which version of Word have you used? Please specify:		
How would you rate your overall skill level with Word?	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced

Task	How would you rate your knowledge of this task?			If none or minimal would you like to know more?	
	<input type="checkbox"/> None	<input type="checkbox"/> Minimal	<input type="checkbox"/> Good	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Working with Windows and the mouse	<input type="checkbox"/> None	<input type="checkbox"/> Minimal	<input type="checkbox"/> Good	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Creating and editing basic documents	<input type="checkbox"/> None	<input type="checkbox"/> Minimal	<input type="checkbox"/> Good	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Opening, closing, saving and printing documents	<input type="checkbox"/> None	<input type="checkbox"/> Minimal	<input type="checkbox"/> Good	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Techniques for selecting text to work with	<input type="checkbox"/> None	<input type="checkbox"/> Minimal	<input type="checkbox"/> Good	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Formatting text, paragraphs and fonts	<input type="checkbox"/> None	<input type="checkbox"/> Minimal	<input type="checkbox"/> Good	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copying and moving text	<input type="checkbox"/> None	<input type="checkbox"/> Minimal	<input type="checkbox"/> Good	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Automatic numbering and bulleted lists	<input type="checkbox"/> None	<input type="checkbox"/> Minimal	<input type="checkbox"/> Good	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Using Spell Checker, Grammar Checker & AutoCorrect	<input type="checkbox"/> None	<input type="checkbox"/> Minimal	<input type="checkbox"/> Good	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Using AutoComplete and creating Auto text entries	<input type="checkbox"/> None	<input type="checkbox"/> Minimal	<input type="checkbox"/> Good	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Finding and replacing text strings	<input type="checkbox"/> None	<input type="checkbox"/> Minimal	<input type="checkbox"/> Good	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Setting and moving tabs	<input type="checkbox"/> None	<input type="checkbox"/> Minimal	<input type="checkbox"/> Good	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Creating and editing tables	<input type="checkbox"/> None	<input type="checkbox"/> Minimal	<input type="checkbox"/> Good	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Creating formulae in tables; sorting data and designing forms.	<input type="checkbox"/> None	<input type="checkbox"/> Minimal	<input type="checkbox"/> Good	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Setting page breaks; margins; page numbering; headers/footers	<input type="checkbox"/> None	<input type="checkbox"/> Minimal	<input type="checkbox"/> Good	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Creating and maintaining document templates	<input type="checkbox"/> None	<input type="checkbox"/> Minimal	<input type="checkbox"/> Good	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Creating, using and modifying styles	<input type="checkbox"/> None	<input type="checkbox"/> Minimal	<input type="checkbox"/> Good	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Creating a document outline and producing a Table of Contents	<input type="checkbox"/> None	<input type="checkbox"/> Minimal	<input type="checkbox"/> Good	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Adding pictures and graphics	<input type="checkbox"/> None	<input type="checkbox"/> Minimal	<input type="checkbox"/> Good	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Generating a mail merge and producing mailing labels	<input type="checkbox"/> None	<input type="checkbox"/> Minimal	<input type="checkbox"/> Good	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Recording and running macros	<input type="checkbox"/> None	<input type="checkbox"/> Minimal	<input type="checkbox"/> Good	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any other topics, not shown above, which you would like covered? Please specify:					