

# Beebosoft

Filling in this form allows us to find out where your knowledge of the program is at. It is possible then to create your personal training plan so that you can get the most out of your training sessions. Please fill in this form then either scan and email back to Beebosoft; or post back to 7 Penny Lane, Barwell, Leics. LE9 8HJ.

|                        |                                      |
|------------------------|--------------------------------------|
| <b>Company Name</b>    | <b>Trainee name</b>                  |
| <b>Company Address</b> | <b>Training Address if different</b> |

|   |     |    |  |
|---|-----|----|--|
| Which version of OFFICE do you require training on?<br><small>(HINT - to find out the version installed on your machine, open the program and choose Help&gt;About)</small> |     |    |  |
| Do you currently use OFFICE   | Yes | No |  |
| <i>If Yes, please indicate how long you have been using this version</i>  |     |    |  |
| Have you used any previous versions of the software?  | Yes | No |  |
| <i>If Yes, which version(s) and for how long</i>  |     |    |  |
| Do you currently use any other MS products, e.g. Word, Excel?   | Yes | No |  |
| <i>If Yes, please state which products and for how long</i>   |     |    |  |
| Do you currently use or have you previously used other OFFICE products,   | Yes | No |  |
| <i>If yes please indicate which and for how long.</i>   |     |    |  |

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Please indicate the type of tasks you currently use OFFICE for

Please indicate the type of tasks you would like to be able to do using OFFICE

Please indicate what you wish to gain by having some training in OFFICE.

**For your Line Manager to complete:**

What would you like to achieve by this person receiving this OFFICE training

Name of Line Manager

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Signed (if using paper copy)

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| Program and event                                  | Expert | User | Require |
|--|--------|------|---------|
| Open a programme from a shortcut                   |        |      |         |
| Open a programme from the programme menu           |        |      |         |
| Minimise a window                                  |        |      |         |
| Maximise a window                                  |        |      |         |
| Close a window using the 'X'                       |        |      |         |
| Close a window using the menu                      |        |      |         |
| Saving a new document                              |        |      |         |
| Opening a document                                 |        |      |         |
| Saving a document to a different location          |        |      |         |
| Create new Folder                                  |        |      |         |
| Retrieving a document from a different location    |        |      |         |
| Look at folder views                               |        |      |         |
| Auto arrange folders                               |        |      |         |
| <b>WORD</b>  |        |      |         |
| Opening Word                                       |        |      |         |
| Negotiating the menu bar                           |        |      |         |
| Using justified text formatting                    |        |      |         |
| Using Bold, Italic and underline                   |        |      |         |
| Keyboard short cuts for Bold, Italic and Underline |        |      |         |
| Changing font formats                              |        |      |         |
| Headers and footers                                |        |      |         |
| Numbering pages                                    |        |      |         |
| Using bullet points                                |        |      |         |
| Using numbers points                               |        |      |         |
| Using the TAB key                                  |        |      |         |
| Ctrl home/end keys                                 |        |      |         |
| The home and end keys                              |        |      |         |
| Page up, page down                                 |        |      |         |
| Page breaks  |        |      |         |
| Headings   |        |      |         |
| Using word count                                   |        |      |         |
| Using auto correct                                 |        |      |         |
| Spell checking                                     |        |      |         |
| Using tables                                       |        |      |         |
| Formatting borders / shading for tables            |        |      |         |
| Emailing document                                  |        |      |         |
| Table of contents                                  |        |      |         |
| Hyperlinks   |        |      |         |
| Mail merge to letters and envelopes                |        |      |         |
| Inserting pictures and formatting                  |        |      |         |
| <b>Outlook basic</b>                               |        |      |         |
| Setting up an email account                        |        |      |         |
| Sending an email                                   |        |      |         |
| Receiving emails                                   |        |      |         |
| Creating folders                                   |        |      |         |
| Using views  |        |      |         |
| Forwarding and replying emails                     |        |      |         |
| Setting up the options in the email package        |        |      |         |
| Using the address book                             |        |      |         |
| Using attachments                                  |        |      |         |
| Searching for people                               |        |      |         |

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| Program and event                                  | Expert | User | Require |
|--|--------|------|---------|
| <b>Outlook Calendar</b>                            |        |      |         |
| Making appointments                                |        |      |         |
| Deleting appointments                              |        |      |         |
| Changing appointments                              |        |      |         |
| Recurring appointments                             |        |      |         |
| Invite attendees                                   |        |      |         |
| <b>Excel</b>                                       |        |      |         |
| Changing the size of rows                          |        |      |         |
| Formatting cells                                   |        |      |         |
| Freezing panes                                     |        |      |         |
| Entering data                                      |        |      |         |
| Copying data                                       |        |      |         |
| Print areas  |        |      |         |
| Auto sum   |        |      |         |
| Working with multiple worksheets                   |        |      |         |
| Basic formulas                                     |        |      |         |
| Common functions Sum if – count if etc             |        |      |         |
| Sorting data                                       |        |      |         |
| Filtering data                                     |        |      |         |
| Text to columns                                    |        |      |         |
| Conditional formatting                             |        |      |         |
| Using macros                                       |        |      |         |
| Pivot tables                                       |        |      |         |
| Importing and exporting data to other applications |        |      |         |
| <b>Access</b>                                      |        |      |         |
| Create database                                    |        |      |         |
| Create table                                       |        |      |         |
| Adding fields                                      |        |      |         |
| Understand relational database structures          |        |      |         |
| Understand different data types                    |        |      |         |
| Adding table relationships                         |        |      |         |
| Using different table views                        |        |      |         |
| Creating a form                                    |        |      |         |
| Form object properties                             |        |      |         |
| Creating a query                                   |        |      |         |
| Joining forms together                             |        |      |         |
| Populating fields from a list                      |        |      |         |
| Using subforms                                     |        |      |         |
| Creating reports                                   |        |      |         |
| Using the VBA side of access                       |        |      |         |