

# 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? <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			