



**Check this box if you need training in Microsoft Windows®**

Please rate yourself on your current knowledge:  Beginner  Intermediate  Advanced

Place an "X" in any box to indicate your interests:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Windows Basics                 | <input type="checkbox"/> Manage or Create Icons   | <input type="checkbox"/> Windows Explorer        |
| <input type="checkbox"/> Manage Files and Folders       | <input type="checkbox"/> Use the Task Bar         | <input type="checkbox"/> Manage Windows Settings |
| <input type="checkbox"/> Run Multiple Applications      | <input type="checkbox"/> Use Windows Shortcuts    | <input type="checkbox"/> Peer to Peer Networking |
| <input type="checkbox"/> Install/Uninstall Applications | <input type="checkbox"/> Use Windows Media Player | <input type="checkbox"/> Manage Disks and Drives |

Other: \_\_\_\_\_  
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**Check this box if you need training in Microsoft Word®**

Please rate yourself on your current knowledge:  Beginner  Intermediate  Advanced

Place an "X" in any box to indicate your interests:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Word Basics                | <input type="checkbox"/> Editing documents         | <input type="checkbox"/> Moving and copying text      |
| <input type="checkbox"/> Character formatting       | <input type="checkbox"/> Using tabs                | <input type="checkbox"/> Paragraph formatting         |
| <input type="checkbox"/> Creating tables            | <input type="checkbox"/> Creating headers/footers  | <input type="checkbox"/> Working with margins         |
| <input type="checkbox"/> Create Labels              | <input type="checkbox"/> Create and Print Envelops | <input type="checkbox"/> Set Defaults                 |
| <input type="checkbox"/> Working with page breaks   | <input type="checkbox"/> Checking Spelling/Grammar | <input type="checkbox"/> Preview/print documents      |
| <input type="checkbox"/> Sections and columns       | <input type="checkbox"/> Formatting tables         | <input type="checkbox"/> Drawing tables               |
| <input type="checkbox"/> Working with data          | <input type="checkbox"/> Importing/linking data    | <input type="checkbox"/> Working with styles          |
| <input type="checkbox"/> Navigating large documents | <input type="checkbox"/> Advanced headers/footers  | <input type="checkbox"/> Page numbering               |
| <input type="checkbox"/> Printing labels/envelopes  | <input type="checkbox"/> Graphics and objects      | <input type="checkbox"/> Document templates           |
| <input type="checkbox"/> Using Mail Merge           | <input type="checkbox"/> Creating form letters     | <input type="checkbox"/> Creating mailing labels      |
| <input type="checkbox"/> Working with forms         | <input type="checkbox"/> Protecting/printing forms | <input type="checkbox"/> Working with large documents |
| <input type="checkbox"/> Master documents           | <input type="checkbox"/> Footnotes and endnotes    | <input type="checkbox"/> Indexes                      |
| <input type="checkbox"/> Bookmarks/cross-references | <input type="checkbox"/> Creating macros           | <input type="checkbox"/> Customizing menus/toolbars   |

Other: \_\_\_\_\_  
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**Check this box if you need training in Microsoft Excel®**

Please rate yourself on your current knowledge:  Beginner  Intermediate  Advanced

Place an "X" in any box to indicate your interests:

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|--|---|--|
| <input type="checkbox"/> Excel Basics                  | <input type="checkbox"/> Entering/Editing labels/values   | <input type="checkbox"/> Entering/Editing Formulas   |
| <input type="checkbox"/> Saving/Updating Workbooks     | <input type="checkbox"/> Moving/copying data/formulas     | <input type="checkbox"/> Using absolute references   |
| <input type="checkbox"/> Inserting/deleting ranges     | <input type="checkbox"/> Using/creating functions         | <input type="checkbox"/> Formatting worksheets       |
| <input type="checkbox"/> Printing a worksheet          | <input type="checkbox"/> Advanced Calculations            | <input type="checkbox"/> Customizing Excel           |
| <input type="checkbox"/> Multiple Worksheets           | <input type="checkbox"/> Using/creating charts            | <input type="checkbox"/> Web features                |
| <input type="checkbox"/> Working with large worksheets | <input type="checkbox"/> Hiding/displaying/outlining data | <input type="checkbox"/> Printing large worksheets   |
| <input type="checkbox"/> Using multiple worksheets     | <input type="checkbox"/> Using 3-D formulas               | <input type="checkbox"/> Customizing Excel           |
| <input type="checkbox"/> Using the Options Dialog Box  | <input type="checkbox"/> Customizing Toolbars/menus       | <input type="checkbox"/> Borders and shading         |
| <input type="checkbox"/> Special number formats        | <input type="checkbox"/> Working with dates               | <input type="checkbox"/> Sorting and filtering lists |
| <input type="checkbox"/> Advances formulas             | <input type="checkbox"/> Using range names                | <input type="checkbox"/> Decision making functions   |
| <input type="checkbox"/> Creating nested functions     | <input type="checkbox"/> Lookups and data tables          | <input type="checkbox"/> Advanced list management    |
| <input type="checkbox"/> PivotTables and PivotCharts   | <input type="checkbox"/> Exporting/Importing data         | <input type="checkbox"/> Using analytical options    |
| <input type="checkbox"/> Recording/Running Macros      | <input type="checkbox"/> Working with VBA code            | <input type="checkbox"/> Interactive Web Pages       |

Other: \_\_\_\_\_  
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**Check this box if you need training in Microsoft PowerPoint®**

Please rate yourself on your current knowledge:  Beginner  Intermediate  Advanced

Place an "X" in any box to indicate your interests:

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|--|---|---|
| <input type="checkbox"/> PowerPoint Basics             | <input type="checkbox"/> Working in the Outline Tab       | <input type="checkbox"/> Rearranging/deleting slides  |
| <input type="checkbox"/> Formatting slides             | <input type="checkbox"/> Using drawing tools              | <input type="checkbox"/> Drawing objects              |
| <input type="checkbox"/> AutoShapes                    | <input type="checkbox"/> Working with WordArt             | <input type="checkbox"/> Working with Clip Art        |
| <input type="checkbox"/> Using tables and charts       | <input type="checkbox"/> Adding speaker notes and footers | <input type="checkbox"/> Setting up slide shows       |
| <input type="checkbox"/> Building custom presentations | <input type="checkbox"/> Modifying templates              | <input type="checkbox"/> Building custom templates    |
| <input type="checkbox"/> Slide master techniques       | <input type="checkbox"/> Using multimedia                 | <input type="checkbox"/> Using animation              |
| <input type="checkbox"/> Organizing charts and tables  | <input type="checkbox"/> Formatting and modifying tables  | <input type="checkbox"/> Advanced techniques          |
| <input type="checkbox"/> Adding special effects        | <input type="checkbox"/> Working with slide show options  | <input type="checkbox"/> Microsoft Office integration |

Other: \_\_\_\_\_  
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**Check this box if you need training in Microsoft Outlook®**

Please rate yourself on your current knowledge:  Beginner  Intermediate  Advanced

Place an "X" in any box to indicate your interests:

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|--|---|---|
| <input type="checkbox"/> Outlook Basics                  | <input type="checkbox"/> Getting Help       | <input type="checkbox"/> E-mail accounts              |
| <input type="checkbox"/> E-mail Messages                 | <input type="checkbox"/> E-mail management  | <input type="checkbox"/> Address books                |
| <input type="checkbox"/> Contact Management              | <input type="checkbox"/> Tasks              | <input type="checkbox"/> Appointments and events      |
| <input type="checkbox"/> Meeting requests and responses  | <input type="checkbox"/> Customize Outlook  | <input type="checkbox"/> Instant Messaging            |
| <input type="checkbox"/> The outlook environment         | <input type="checkbox"/> Customize messages | <input type="checkbox"/> Organize the Inbox folder    |
| <input type="checkbox"/> Manage your mailbox             | <input type="checkbox"/> Folders            | <input type="checkbox"/> Working with templates/forms |
| <input type="checkbox"/> Importing/Exporting data        | <input type="checkbox"/> Outlook components | <input type="checkbox"/> Business Contact Manager     |
| <input type="checkbox"/> Public, shared, offline folders | <input type="checkbox"/> Newsgroups         | <input type="checkbox"/> Security folders             |

Other: \_\_\_\_\_  
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**Check this box if you need training in Microsoft Access®**

Please rate yourself on your current knowledge:  Beginner  Intermediate  Advanced

Place an "X" in any box to indicate your interests:

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|--|--|--|
| <input type="checkbox"/> Access Beginner Basics        | <input type="checkbox"/> The Access environment            | <input type="checkbox"/> Getting Help              |
| <input type="checkbox"/> Closing a database and Access | <input type="checkbox"/> Planning and designing databases  | <input type="checkbox"/> Creating Tables           |
| <input type="checkbox"/> Fields and records            | <input type="checkbox"/> Data entry rules                  | <input type="checkbox"/> Setting field properties  |
| <input type="checkbox"/> Simple queries                | <input type="checkbox"/> Using forms                       | <input type="checkbox"/> Working with reports      |
| <input type="checkbox"/> Database normalization        | <input type="checkbox"/> Working with related tables       | <input type="checkbox"/> Advanced form design      |
| <input type="checkbox"/> Graphics                      | <input type="checkbox"/> Adding combo boxes                | <input type="checkbox"/> Advanced reports          |
| <input type="checkbox"/> Adding calculated values      | <input type="checkbox"/> Subreports                        | <input type="checkbox"/> Charts                    |
| <input type="checkbox"/> PivotTables and PivotCharts   | <input type="checkbox"/> Internet integration              | <input type="checkbox"/> Hyperlink fields          |
| <input type="checkbox"/> Querying with SQL             | <input type="checkbox"/> Attaching SQL queries to controls | <input type="checkbox"/> Creating crosstab queries |
| <input type="checkbox"/> Creating parameter queries    | <input type="checkbox"/> Using action queries              | <input type="checkbox"/> Macros and events         |
| <input type="checkbox"/> AutoKeys/AutoExec macros      | <input type="checkbox"/> Importing, exporting objects      | <input type="checkbox"/> Linking Access objects    |
| <input type="checkbox"/> Database management           | <input type="checkbox"/> Protecting databases              | <input type="checkbox"/> User-level security       |

Other: \_\_\_\_\_  
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