



Name: _____

Date: _____

COMPUTER SKILLS

Please mark the box which matches your skills

WORD

- Font Size/Style
- Page Breaks
- Spell Check
- Bullets
- Tabs
- Paragraphs
- Mail Merge
- Headers/Footers

EXCEL

- Inserting/Deleting
- Formulas
- Inserting Worksheets
- Inserting Page Breaks
- Protecting Documents
- Formatting Cells
- Naming multiple sheets within a file
- Sorting
- Creating a spreadsheet (Setting up columns/rows as needed)

POWERPOINT

- Creating Slide Shows
- Entering information

OUTLOOK

- Scheduling events on the calendar
- Entering Contacts
- Create distribution list
- Entering tasks
- Inviting meeting attendees