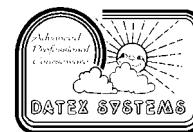


Datex Systems Training



Pre-Course Questionnaire- Word – All levels

Please answer each question as accurately as possible. Thank You.



Delegate Details		
Name:	Any other relevant information:	
Company Name:		
Position:		
Phone:		
About Your Current Word Processor Software Knowledge		
1. Can you underline a word that is already in a document?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. If Yes to Q1, briefly explain what to do		
3. Can you set up and use tabs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Do you know how to create "auto text" for regular use?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Can you set up and run a Mail Merge?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Can you copy AND move text?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. If Yes to Q6, what is the difference?		
8. Can you Save ?	Yes <input type="checkbox"/>	Print? Yes <input type="checkbox"/>
No <input type="checkbox"/>	No <input type="checkbox"/>	Open? Yes <input type="checkbox"/>
9. Can you create and use a style?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. If Yes to Q1, briefly explain what a style is used for		
11. Can you create a template?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Can you create a Table?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. Can you sort text set up in Tabs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. Can you use the maths function	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15. Can you automatically number paragraphs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16. Can you use Outline view/mode?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

IT IS MOST IMPORTANT THAT WE RECEIVE THIS FORM, DULY COMPLETED AT LEAST 7 WORKING DAYS PRIOR TO THE COURSE. THIS IS TO ENSURE THAT YOU ARE ATTENDING THE

CORRECT LEVEL OF TRAINING SUITABLE TO YOUR PRESENT SKILLS, AND THE RETURN IS
ALSO A REQUIREMENT OF OUR QUALITY SYSTEM (ISO 9001)

PLEASE FAX (OR POST) THE COMPLETED FORM BACK TO DATEX. THANK YOU. FAX
NO: (0114)251 0727