

# Word 2010 Skills Grid (abbreviated)

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## Basic Level Skills

- ☐ Open, close, and save documents
- ☐ Create new documents based on a template or an existing document
- ☐ Preview, print and control print settings
- ☐ Use Help
- ☐ Control the document window (scroll, zoom, navigate, change views)
- ☐ Edit text (enter, select, delete, replace)
- ☐ Cut, copy and paste
- ☐ Undo and redo/repeat actions
- ☐ Find text, and find and replace text
- ☐ Use document review tools (Spell Check, Word Count, Thesaurus)
- ☐ Insert symbols (©)
- ☐ Apply Quick Styles to headings and paragraphs
- ☐ Format characters (font type, size, colour, style, effects)
- ☐ Format paragraphs (alignment, line spacing, indentation, borders/shading, bullets and numbering)
- ☐ Clear formatting from text
- ☐ Page setup (paper orientation, paper size, margins)
- ☐ Page breaks
- ☐ Page numbers

## Intermediate Level Skills

- ☐ Save a document in other Word formats and as PDF
- ☐ Manage multiple document windows
- ☐ Use Paste Options
- ☐ Copy & paste formatting
- ☐ Create hyperlinks
- ☐ Lists: customize bullets, continue/restart lists, multilevel lists
- ☐ Paragraphs: before/after spacing, first line and hanging indents, pagination control
- ☐ Tab stops and the Ruler
- ☐ Columns
- ☐ Section Breaks (format specific sections of the document)
- ☐ Headers & Footers: insert/edit and remove; format page number
- ☐ Page Layout: Themes (colours, fonts and effects)
- ☐ Page borders and watermarks
- ☐ Styles: create and modify styles
- ☐ Outline & organize (Navigation pane)
- ☐ Graphics (pictures and clip art):
  - Insert, move, delete
  - Format (e.g., crop, resize, apply styles, borders; adjust contrast, colour, effects)
  - Arrange on the page (layer, group, align and distribute, text wrapping)
  - Add alternative text
- ☐ Create a template file
- ☐ Store custom content on “building blocks” menus: e.g., Quick Parts, Headers
- ☐ Mail merge: form letters and labels

## Advanced Level Skills

- ☐ Customize the Quick Access toolbar
- ☐ Create AutoCorrect entries
- ☐ Text Boxes, WordArt, and SmartArt diagrams: insert, format, arrange, add alternative text
- ☐ Embed or link content (e.g., Excel worksheet or chart) & manage links
- ☐ Create Tables:
  - Layout rows, columns and cells
  - Design with styles, borders, shading
  - Repeat header rows & prevent page breaks within a row
  - Sort data
  - Formulas
  - Convert table to text, and text to table
- ☐ Styles: manage styles with the task pane; delete styles
- ☐ Find and replace formatting
- ☐ Review tools:
  - Track Changes
  - Comments
  - Compare documents
  - Restrict editing on a document
- ☐ Reference tools:
  - Table of Contents
  - Footnotes/Endnotes
  - Bookmarks
  - Captions
  - Cross-References
  - Indexes
- ☐ Macros
- ☐ Complex headers & footers: e.g., different odd and even

# Excel 2010 Skills Grid (abbreviated)

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## Skill Level Guideline

When determining the skill level required for a job posting, select the level that contains the *majority* of the necessary skills.

## Basic Level Skills

- ☐ Open, close, and save workbooks
- ☐ Navigate worksheets and workbooks
- ☐ Resize rows and columns
- ☐ Format text and numbers
- ☐ Apply merge and centre (merging cells together and centering the text within the cells)
- ☐ Insert rows and columns
- ☐ Apply borders and shading
- ☐ Print workbooks
- ☐ Select cells, rows, and columns
- ☐ Use basic level formulas and functions (Sum, Average, Min, Max, Count)
- ☐ Apply undo and redo actions
- ☐ Run spell check
- ☐ Use Cut, Copy, and Paste
- ☐ Change margins, page orientation, and page scaling
- ☐ Add headers and footers

## Intermediate Level Skills

- ☐ Use find and replace
- ☐ Use intermediate level formulas & functions (If, Or, PMT, FV, Now)
- ☐ Rename worksheets
- ☐ Freeze panes (keep an area of a worksheet visible while you scroll to another area of sheet)
- ☐ Insert, move, copy, delete, and rename worksheets
- ☐ Wrap text
- ☐ Apply ascending/descending sort, multi-level sort, and custom sort
- ☐ Apply filters (display only the rows that meet the criteria you specify for a column)
- ☐ Create named ranges (define a name for a cell range to make formulas and formatting easier)
- ☐ Use intermediate level formatting (create styles, indent and rotate text)
- ☐ Insert and remove page breaks
- ☐ Insert and modify graphics
- ☐ Insert and modify comment bubbles (add additional information to a cell through a comment)
- ☐ Link worksheets and workbooks

## Advanced Level Skills

- ☐ Insert charts
- ☐ Use advanced level functions (VLookup)
- ☐ Create and modify templates (a pre-made workbook that can be used as a shell for new files)
- ☐ Apply custom number formats
- ☐ Apply conditional formatting (apply different formatting options based on a specified condition)
- ☐ Apply data validation (control the type of data or values being entered into a cell)
- ☐ Audit & analyze worksheets (visualize how formulas, cell references and data are related)
- ☐ Insert pivot tables & pivot charts (extracts summarized data from a large list of data)
- ☐ Create scenarios (see how changing one or more values in a worksheet affects other values)
- ☐ Apply grouping & outlining (make large quantities of data minimizable for easier navigation)
- ☐ Work with subtotals (easily subtotal and grand total groups of data)
- ☐ Track changes (keeps a history of workbook changes)
- ☐ Protect cells and workbooks structure (from accidental changes)
- ☐ Share workbooks (allows multiple users to work in the same workbooks at the same time)
- ☐ Consolidate data from several worksheets
- ☐ Create macros (record a series of keystrokes, mouse clicks & other command to reuse)
- ☐ Goal seek (alter the data used in a formula in order to find out what the results will be)

# PowerPoint 2010 Skills Checklist (abbreviated)

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## Basic Level Skills

- ☐ Open, close and save presentations
- ☐ Create new presentation from a template or an existing presentation
- ☐ Use Help
- ☐ Control the document window (scroll, zoom, navigate, change views)
- ☐ Set up slide size and orientation
- ☐ Entering text: Edit, format, align, change direction
- ☐ Slides: add, delete, rearrange, duplicate
- ☐ Placeholders: select, resize, rotate, move, delete, reset, turn AutoFit on/off
- ☐ Text boxes
- ☐ Format placeholders and text boxes: styles, fill, outline, effects
- ☐ Cut, copy and paste text and objects
- ☐ Use Paste Options & Office Clipboard
- ☐ Lists: add/remove bullets & numbering; customize bullets; add levels
- ☐ Add pictures & clip art; move and resize them
- ☐ Use Slide Sorter view
- ☐ Create sections
- ☐ Apply a design theme
- ☐ Edit slide background
- ☐ Slide Show: start the show, navigate, use presenter shortcuts, jump to a slide
- ☐ Preview and print as slides, handouts and notes pages

## Intermediate Level Skills

- ☐ Change slide layout
- ☐ Create WordArt text
- ☐ Create tables
- ☐ Copy and paste formatting
- ☐ Slide numbers, dates and footers
- ☐ Edit in the Outline Pane
- ☐ Import an outline from Word
- ☐ Customize a design theme
- ☐ Create a picture background
- ☐ Slide transitions: add and modify
- ☐ Text animations: add and modify effect options
- ☐ Annotate slides in slide show view
- ☐ Create hyperlinks to websites and email
- ☐ Create links to other slides
- ☐ Action buttons & add Actions to a shape
- ☐ Insert drawing shapes
- ☐ Images & shapes:
  - Insert, move, delete
  - Format (e.g., crop, compress, resize, apply styles, borders; adjust contrast, colour, effects)
  - Arrange on the page (layer, group, align and distribute)
  - Add text to a shape
  - Add alternative text
- ☐ SmartArt diagrams: create and edit; convert an existing list to SmartArt
- ☐ Add notes in Notes Page view
- ☐ Convert to PDF as slides, handouts or notes

## Advanced Level Skills

- ☐ Link or embed Excel worksheet data or charts on a slide
- ☐ Add video and audio clips and control playback settings
- ☐ Edit video and audio clips
- ☐ Record slide narrations and control related playback settings
- ☐ Optimize and compress multimedia content
- ☐ Reuse slides from another presentation
- ☐ Graphics:
  - Layers & grouping
  - Add alternative text
  - Grids and Guides
- ☐ Check accessibility
- ☐ Adjust reading order of items on slides
- ☐ Slide Masters: edit default placeholders; edit layouts; add new layouts; add new masters
- ☐ Edit the Notes Master and Handouts Master
- ☐ Animate graphic objects and text; sequence animation steps; customize timing and effect options
- ☐ Create a Photo Album slideshow
- ☐ Define Custom Shows
- ☐ Use Presenter View
- ☐ Set up the slide show for different presentation modes (e.g., kiosk vs presenter)
- ☐ Create a video of the slide show
- ☐ Package a presentation for CD or USB