

Genesee Community College

The BEST Center
Business & Employee Skills Training
One College Road, Batavia, NY 14020

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SOFTWARE
Training Needs Assessment

Company Name: _____

Completed By: _____

Title: _____

Name of Department: _____

Please read the following course descriptions and give some thought to what your current knowledge, skill, or activity level is today; where 1 is basic and 5 is advanced:

Microsoft Word

Version 2003 2007 2010

KNOWLEDGE AND SKILL STATEMENTS

SELF ASSESSMENT

INTRODUCTION TO WORD

Starting and Exiting an Office Program	1	2	3	4	5
Using Command Shortcuts	1	2	3	4	5
Creating and Saving a File	1	2	3	4	5
Opening a File and Saving it with a New Name	1	2	3	4	5
Previewing/Printing Your Work	1	2	3	4	5
Using Help	1	2	3	4	5
Entering, Deleting, Selecting, Replacing Text	1	2	3	4	5
Viewing Multiple Document Windows	1	2	3	4	5
Checking Spelling and Grammar	1	2	3	4	5
Finding/Replacing Text	1	2	3	4	5
Symbols and Special Characters	1	2	3	4	5
Copying and Moving Text	1	2	3	4	5
Undo/Redo/Repeat	1	2	3	4	5
Changing Font Type, Size, Color, Highlight	1	2	3	4	5
Changing Font Style and Effect	1	2	3	4	5
Changing Line and Paragraph Spacing	1	2	3	4	5
Creating Lists	1	2	3	4	5
Changing Paragraph Alignment	1	2	3	4	5
Copying Formatting	1	2	3	4	5
Working with Tabs and Indents	1	2	3	4	5

Setting Document Margins	1	2	3	4	5
Page Orientation/Size	1	2	3	4	5
Creating Sections and Columns	1	2	3	4	5
Inserting Page Breaks	1	2	3	4	5
Inserting Page Numbers	1	2	3	4	5
Adding Headers and Footers	1	2	3	4	5
Adding Footnotes and Endnotes	1	2	3	4	5

KNOWLEDGE AND SKILL STATEMENTS

SELF ASSESSMENT

INTERMEDIATE WORD

Creating and formatting tables	1	2	3	4	5
Table formulas	1	2	3	4	5
Converting Tables	1	2	3	4	5
Inserting Clip Art	1	2	3	4	5
Inserting Pictures/Graphics	1	2	3	4	5
Inserting Shapes	1	2	3	4	5
Resizing and Positioning Objects	1	2	3	4	5
Working with and Formatting Charts	1	2	3	4	5
Working with Themes and Styles	1	2	3	4	5
Mail Merge	1	2	3	4	5

KNOWLEDGE AND SKILL STATEMENTS

SELF ASSESSMENT

ADVANCED WORD

SmartArt Elements—inserting, formatting	1	2	3	4	5
Working with Textboxes	1	2	3	4	5
Layering Objects	1	2	3	4	5
Creating forms and adding content	1	2	3	4	5
Collaborating with Co-workers	1	2	3	4	5
Protecting a document	1	2	3	4	5
Customizing Word	1	2	3	4	5

Microsoft Excel

Version 2003 2007

2010

KNOWLEDGE AND SKILL STATEMENTS

SELF ASSESSMENT

INTRODUCTION TO EXCEL

Starting and Exiting an Office Program	1	2	3	4	5
Creating a Workbook	1	2	3	4	5
Opening and Saving a Workbook with a new name	1	2	3	4	5
Where to find online help	1	2	3	4	5
Worksheet basics	1	2	3	4	5
Entering labels and values	1	2	3	4	5
Selecting cell range and entering data in cell range	1	2	3	4	5
Formulas and cell references	1	2	3	4	5
Referencing external data	1	2	3	4	5
Editing cells	1	2	3	4	5
Copying, Moving content	1	2	3	4	5

Inserting and deleting cells, rows, columns	1	2	3	4	5
Adding comments to cells	1	2	3	4	5
Formatting worksheets	1	2	3	4	5
Conditional Formatting	1	2	3	4	5
Working with charts	1	2	3	4	5
Working with functions	1	2	3	4	5

KNOWLEDGE AND SKILL STATEMENTS

SELF ASSESSMENT

INTERMEDIATE EXCEL

Analyzing data using formulas	1	2	3	4	5
Formula errors and corrections	1	2	3	4	5
Logic Functions	1	2	3	4	5
Workbook views	1	2	3	4	5
Using worksheets	1	2	3	4	5
Splitting and freezing windows	1	2	3	4	5
Headers/Footers	1	2	3	4	5
Setting print area	1	2	3	4	5
Adjusting paper size and print scale	1	2	3	4	5
Print options	1	2	3	4	5
Sharing workbooks	1	2	3	4	5
Creating tables	1	2	3	4	5
Sorting tables	1	2	3	4	5
Filtering tables	1	2	3	4	5
Formatting tables	1	2	3	4	5
Validating data	1	2	3	4	5

KNOWLEDGE AND SKILL STATEMENTS

SELF ASSESSMENT

ADVANCED EXCEL

Advanced formulas (i.e., DSUM, VLOOKUP)	1	2	3	4	5
Advanced functions (i.e., financial, statistical)	1	2	3	4	5
Pivot Tables	1	2	3	4	5
Analyzing data with scenarios and solver	1	2	3	4	5
Working with macros	1	2	3	4	5
Customizing excel	1	2	3	4	5
Programming with Excel (VBA Code)	1	2	3	4	5

Microsoft Access

Version	2003	2007	2010
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KNOWLEDGE AND SKILL STATEMENTS**SELF ASSESSMENT****INTRODUCTION TO ACCESS**

Opening a database	1	2	3	4	5
Understanding the program screen	1	2	3	4	5
Finding help online	1	2	3	4	5
Working with database objects	1	2	3	4	5
Adding, editing and deleting records	1	2	3	4	5
Previewing and printing a database object	1	2	3	4	5
Selecting, cutting, copying, and pasting data	1	2	3	4	5
Checking spelling	1	2	3	4	5
Planning a database	1	2	3	4	5
Creating a database	1	2	3	4	5
Modifying a table	1	2	3	4	5
Creating a query	1	2	3	4	5
Sorting a query	1	2	3	4	5
Using AND/OR operators	1	2	3	4	5
Creating forms and reports	1	2	3	4	5
Sorting records	1	2	3	4	5
Filtering records	1	2	3	4	5
Working with field properties	1	2	3	4	5
Adding primary keys to a table	1	2	3	4	5
Changing field size	1	2	3	4	5

KNOWLEDGE AND SKILL STATEMENTS**SELF ASSESSMENT****INTERMEDIATE ACCESS**

Creating advanced filters	1	2	3	4	5
Adjusting and rearranging rows and columns	1	2	3	4	5
Changing gridline and cell effects	1	2	3	4	5
Freezing or hiding columns	1	2	3	4	5
Formatting numbers, fields	1	2	3	4	5
Validating data	1	2	3	4	5
Creating lookup field	1	2	3	4	5
Creating input mask	1	2	3	4	5
Modifying lookup list	1	2	3	4	5
Creating relational databases	1	2	3	4	5
Working with queries	1	2	3	4	5
Finding duplicate and/or unmatched records	1	2	3	4	5
Creating and using forms	1	2	3	4	5
Working with form properties	1	2	3	4	5

Microsoft PowerPoint**Version** 2003 2007 2010**KNOWLEDGE AND SKILL STATEMENTS****SELF ASSESSMENT****INTRODUCTION TO POWERPOINT**

Creating a new presentation	1	2	3	4	5
Previewing a presentation	1	2	3	4	5
Saving and closing a presentation	1	2	3	4	5
Finding online help	1	2	3	4	5
Inserting and deleting slides	1	2	3	4	5
Selecting a layout	1	2	3	4	5
Using themes	1	2	3	4	5
Changing slide background	1	2	3	4	5
Inserting text and using textboxes	1	2	3	4	5
Spell check	1	2	3	4	5
Inserting symbols and special characters	1	2	3	4	5
Formatting text	1	2	3	4	5
Inserting tables	1	2	3	4	5
Formatting tables	1	2	3	4	5
Rearrange slides	1	2	3	4	5
Using slide master	1	2	3	4	5
Using bullets and numbering	1	2	3	4	5
Format paragraphs	1	2	3	4	5
Inserting clip art and objects	1	2	3	4	5
Insert screen shots	1	2	3	4	5
Format, position, group objects	1	2	3	4	5
Insert chart	1	2	3	4	5
Format chart	1	2	3	4	5
View presentation	1	2	3	4	5
Set up slide show	1	2	3	4	5

KNOWLEDGE AND SKILL STATEMENTS

SELF ASSESSMENT

INTERMEDIATE POWERPOINT

Formatting presentation using themes and backgrounds	1	2	3	4	5
Changing page setup and slide order	1	2	3	4	5
Applying special effects	1	2	3	4	5
Flipping and rotating objects	1	2	3	4	5
Layering objects	1	2	3	4	5
Inserting charts	1	2	3	4	5
Insert SmartArt	1	2	3	4	5
Applying/Modifying transition effect	1	2	3	4	5
Applying/modifying animation effect	1	2	3	4	5
Customizing animation effects	1	2	3	4	5
Previewing effects	1	2	3	4	5
Inserting audio	1	2	3	4	5
Recording comments	1	2	3	4	5
Inserting video	1	2	3	4	5
Using action buttons	1	2	3	4	5
Compressing media	1	2	3	4	5
Rehearsing slide show timings	1	2	3	4	5
Hiding a slide	1	2	3	4	5
Delivering presentation	1	2	3	4	5
On a computer	1	2	3	4	5
On a projector	1	2	3	4	5
Comparing and merging presentations	1	2	3	4	5
Packaging presentations	1	2	3	4	5
Saving presentation as video	1	2	3	4	5
Creating handouts	1	2	3	4	5