

How to

Create a Manual

in Microsoft Word

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Word Assessment

Please check off the amount of knowledge you have with each topic listed. Leave additional notes if required.

Name:		Company Name:	
Position:		Email:	
		What version are you using?	

	No Never	Sometimes	Yes, Always
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Do you use the keyboard (not using just the mouse) to move around quickly in a document?			
Do you use the Tool Bars often?			
Do you select text using methods other than click & drag?			
Are there are 6 different methods for selecting text?			
Do you Cut, Paste, Copy and Move Text?			
Do you use Undo and Redo?			
Do you use the Indent feature to indent your Paragraphs?			
Do you use different Alignment styles on your Pages?			
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How To Make A User Manual In Word

Rick Bundschuh, Tom Finley



How To Make A User Manual In Word:

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