

OFFICE MANAGEMENT SKILLS CHECKLIST

Required for all applicants to the Office Management Program. To be completed by employment supervisor or instructor.

Applicant Name: _____

Student Number: _____

Word Processing and Reports

√ (yes) X (no)

- | | |
|---|--------------------------|
| 1. Create, save, print, close, open, and edit a Word document. | <input type="checkbox"/> |
| 2. Enhance documents with character formatting including all caps, bold, underlining, italics, fonts | <input type="checkbox"/> |
| 3. Format paragraphs with text alignment, indent text, and change line spacing, display non-printing characters, bullets, and numbers. | <input type="checkbox"/> |
| 4. Adjust page breaks and section breaks, control text flow, change margins in a document, create custom tab settings, including left, right, centre, decimal, and vertical tabs. | <input type="checkbox"/> |
| 5. Copy, move, rename, and print multiple documents. | <input type="checkbox"/> |
| 6. Use proper sentence structure and grammar in report writing (English and writing skills). | <input type="checkbox"/> |
| 7. Proof all types of business documents with the spell checker and thesaurus and improve the grammar of written documents with the grammar checker | <input type="checkbox"/> |
| 8. Utilize special features in Word 2007/XP documents such as AutoText, spacing between paragraphs, date and time, dropped capital letters, and templates. | <input type="checkbox"/> |
| 9. Apply headers and footers and page numbering. | <input type="checkbox"/> |
| 10. Apply formatting guidelines to reports, introduction, body, conclusion, organizing materials, supporting key points. | <input type="checkbox"/> |
| 11. Use research skills, including knowing when to cite information, how to determine a good or bad source, how to use different sources (i.e. journals, texts, people), using in-text citations. | <input type="checkbox"/> |
| 12. Insert endnotes, footnotes and references using APA citation and bibliography formats. | <input type="checkbox"/> |

Spreadsheets

- 1. Plan, create, modify, and present spreadsheets using MS Excel software.
- 2. Organize, edit, and enhance data in spreadsheets to achieve business standards.
- 3. Plan, organize, create, and present spreadsheet data in graphic form.

Presentations

- 1. Plan, design, create, and deliver presentations using MS PowerPoint software.
- 2. Select and apply appropriate software tools to enhance and improve clarity of presentation content.
- 3. Critique presentation for correctness of content and format, professional appearance, creativity, and continuity.
- 4. Create handouts and speaker notes to accompany presentations.

Verified by:

_____	_____	_____
Name	Position	Date
	_____	_____
	Phone	Email