

## 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. Apply headers and footers and page numbering.  | <input type="checkbox"/> |
| 9. Apply formatting guidelines to reports, introduction, body, conclusion, organizing materials, supporting key points.   | <input type="checkbox"/> |
| 10. 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"/> |
| 11. 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