

Levels of competency in using **Microsoft Word**:

| LEVELS | SKILLS |
|---|--|
| <p>Basic</p> <p>This level of skills is sufficient to perform daily word processing tasks, such as, producing routine letters, memorandums, and informal reports.</p> <p>A person with this level of skills is able to use basic formatting, editing, printing functions, and understands the document page setup.</p> | <p>The person has the skills to</p> <ul style="list-style-type: none"> ▪ Create a new document, enter text, and save it. ▪ Open and edit existing documents. ▪ Navigate in a document and perform a search. ▪ Select and move text. ▪ Format characters and paragraphs; work with tabs, indents, margins, lists, breaks, spacing. ▪ Use AutoCorrect and Help tools. ▪ Create and edit tables. ▪ Control page and document appearance. ▪ Print documents, envelopes, and labels. |
| <p>Intermediate</p> <p>This level of skills is necessary in order to use and create a variety of templates, complex tables, merges; manage table data, sort and filter merges, and also perform basic work with existing Macros.</p> <p>A person with this level of skills is able to customize toolbars, import and insert graphs, embed Excel data, and elaborate reports.</p> | <p>The person has the skills to</p> <ul style="list-style-type: none"> ▪ Work with sections, create templates, use styles, and customize them. ▪ Create and format complex tables, and manage table data. ▪ Create Mail Merges, sort and filter them. ▪ Customize Toolbars. ▪ Insert graphic elements. ▪ Run and record Macros. ▪ Create a Web Page based on a template and add hyperlinks. |
| <p>Advanced</p> <p>This level of skills is required in order to produce very large, complex formal documents that require a table of contents, footnotes, endnotes, bookmarks, and other special elements.</p> <p>A person with this level of skills is able to use and create a wide range of graphic effects and has full mastery of Macro commands.</p> | <p>The person has the skills to</p> <ul style="list-style-type: none"> ▪ Work with advanced styles and AutoFormat features, linking styles. ▪ Use graphic effects such as dropped capital letters and clip art, insert WordArt, and draw in a document. ▪ Work with very large documents that require a table of contents, footnotes, endnotes, and cross- references. ▪ Manage and track document changes, using highlights and comments. ▪ Insert multimedia elements in a Web Page. ▪ Manage Macro commands, create dialogue boxes, and understand the notions of Visual Basic Application programming. |

Levels of competency in using **Microsoft Excel**:

| LEVELS | SKILLS |
|---|--|
| <p>Basic</p> <p>This level of skills is required to perform tasks and work with data in worksheets.</p> <p>A person with this level of skills is able to enter and correct data, modify a workbook, format a worksheet, and use printing functions.</p> | <p>The person has the skills to</p> <ul style="list-style-type: none"> ▪ Open files and use page setup. ▪ Enter, correct, and save data. ▪ Use the menu commands. ▪ Format cells, rows, and columns. ▪ Understand navigation and movement techniques. ▪ Use simple arithmetic functions in the formulas. ▪ Access Help. ▪ Modify a database and insert data from another application. ▪ Print worksheets and workbooks. |
| <p>Intermediate</p> <p>This level of skills is required to work with multiple worksheets, filter data, use integrate functions, and manipulate databases.</p> <p>With this level of skills, a person understands the concepts of databases and is able to work with charts and to use the list management capabilities of Excel.</p> | <p>The person has the skills to</p> <ul style="list-style-type: none"> ▪ Create, modify, and format charts. ▪ Use graphic objects to enhance worksheets and charts. ▪ Filter data and manage a filtered list. ▪ Perform multiple-level sorting, use sorting options, and design considerations. ▪ Use mathematical, logical, statistical, and financial functions. ▪ Group and dissociate data and perform interactive analysis. ▪ Create and modify some Macro commands. |
| <p>Advanced</p> <p>This level of skills is required to use advanced techniques for analyzing and manipulating data in Excel.</p> <p>A person with this level of skills is able to automate some operations, manage Macro commands, and create MS Excel applications.</p> | <p>The person has the skills to</p> <ul style="list-style-type: none"> ▪ Customize the work area. ▪ Use advanced functions (Names, VLOOKUP, IF, IS). ▪ Work with Pivot Tables. ▪ Use spreadsheet Web components. ▪ Manage Macro commands: concepts, planning, operations, execution, modification, interruption. ▪ Use personalized toolbars. ▪ Perform some programming in VBA. |

Levels of competency in using **Microsoft PowerPoint**:

| LEVELS | SKILLS |
|---|--|
| <p>Basic</p> <p>This level of skills is required to create a simple presentation in PowerPoint, run it, and print it.</p> | <p>The person has the skills to</p> <ul style="list-style-type: none"> ▪ Create title and bullet slides. ▪ Create Slides in Outline view. ▪ Modify slide text and check spelling. ▪ Select a template ▪ Insert a table. ▪ Work with text, drawn objects, and drawing tools. ▪ Use ClipArt and WordArt. ▪ Create an Organization Chart and use options. ▪ Edit a Column Chart. ▪ Change text and bullets in the Slide Master and remove objects. ▪ Use Slide Show options; add transitions and animation. ▪ Run a manual and an animated Slide Show. ▪ Work with Notes. ▪ Print a presentation. |
| <p>Intermediate & Advanced</p> <p>This level of skills is required to customize templates and the PowerPoint environment, and to make a presentation interactive by using hyperlinks and action buttons.</p> | <p>The person has the skills to</p> <ul style="list-style-type: none"> ▪ Create a template and work with a Design template. ▪ Work with graphics, animation and multimedia, inserting movies and sound. ▪ Work with the Office Suite to create slides from an outline and send slides to Microsoft Word. ▪ Customize PowerPoint toolbars and automate the slide production. ▪ Use AutoCorrect and the Style Checker. ▪ Build interactive presentations, using hyperlinks, creating interactive objects, working with Slide Show options, and using the Meeting Minder. ▪ Explore online meetings and broadcast presentations. |

Levels of competency in using **Microsoft Access**:

| LEVELS | SKILLS |
|--|--|
| <p>Basic</p> <p>This level of skills is required to design, create, and modify databases, tables, queries, forms, and reports.</p> <p>A person with this level of skills understands the different database concepts and structures and is familiar with data validation and indexing techniques.</p> | <p>The person has the skills to</p> <ul style="list-style-type: none"> ▪ Plan, conceive, create, save, manage, and maintain a database. ▪ Modify a database structure. ▪ Generate new records and modify them. ▪ Create tables with Table Wizard and in Design View and work with them. ▪ Find, edit, filter, and sort records. ▪ Create and use Select Queries to view specific records and to perform calculations. ▪ Create, use, and customize forms, and reports. ▪ Work with Data Access Pages. |
| <p>Intermediate</p> <p>This level of skills is required to use complex query techniques, create efficient forms and reports, and create Macros to automate these forms.</p> | <p>The person has the skills to</p> <ul style="list-style-type: none"> ▪ Create parameter and action queries. ▪ Join tables, work with join properties, and create cross-tab queries. ▪ Organize field placement and use functions to control data entry. ▪ Use advanced form techniques. ▪ Create basic Macros to automate forms and data entry. ▪ Use Macros to provide user interaction and automate tasks. ▪ Customize the appearance and functionality of reports. ▪ Use hyperlinks and perform data integration. |
| <p>Advanced</p> <p>This level of skills is required to develop an application and tie the objects together into a cohesive system by using Macros and Visual Basic for Applications code.</p> | <p>The person has the skills to</p> <ul style="list-style-type: none"> ▪ Plan and examine an application, and develop a distributed application design. ▪ Use one form for two purposes: to add or to edit records. ▪ Automate a dialog-box form with a Macro group. ▪ Create a Switchboard or a Splash Screen form. ▪ Use Visual Basic to create a public function or event procedures, or add general procedures in a form module. ▪ Secure a database by using user-level security, document it and distribute the secured application. |

