

Q1 What features do you currently use in Microsoft Word that you would like to learn more about?

Answered: 13 Skipped: 7

#	RESPONSES	DATE
1	Formatting- using heading settings and creating table of contents using Word features.	3/20/2018 9:04 AM
2	Setting columns, inserting tables, inserting images	3/15/2018 2:43 PM
3	Importing/merging images into word, Signatures, Headers. Clouds and security of my work.	3/15/2018 8:52 AM
4	none in word	3/14/2018 5:21 PM
5	Creating flyers and columns	3/14/2018 12:53 PM
6	Mail Merge Creating References	3/14/2018 12:31 PM
7	paragraphing, columns	3/14/2018 11:39 AM
8	Styles and columns	3/14/2018 11:07 AM
9	Paragraph formatting, custom tabs, tables, mail merge	3/14/2018 10:56 AM
10	None	3/14/2018 10:46 AM
11	N/A	3/14/2018 10:46 AM
12	n/a	3/14/2018 10:46 AM
13	Database management in Access, mail merge, importing data from excel into word docs.	3/14/2018 10:45 AM

Q2 What features are you not using yet that you would like to learn to use?

Answered: 15 Skipped: 5

#	RESPONSES	DATE
1	None that I can think of.	3/20/2018 9:04 AM
2	I would like to learn how to create columns/different sections in the same document. Also I would like to know how to set up a mailing list and then be able to print envelopes or labels.	3/18/2018 7:12 PM
3	mail merge, creation of templates	3/15/2018 2:43 PM
4	I don't know what I don't know. yet.	3/15/2018 8:52 AM
5	none in word	3/14/2018 5:21 PM
6	Not sure but maybe bringing up things that you can do in Word that most people don't know about etc..	3/14/2018 12:53 PM
7	Just not sure all the capabilities	3/14/2018 12:31 PM
8	creating references	3/14/2018 11:39 AM
9	Developer- adding check boxes to documents	3/14/2018 11:33 AM
10	Mail merge. Creating references. Creating posters.	3/14/2018 11:07 AM
11	Styles, creating references	3/14/2018 10:56 AM
12	Creating references; mailings and review (markup/changes)	3/14/2018 10:46 AM
13	N/A	3/14/2018 10:46 AM
14	n/a	3/14/2018 10:46 AM
15	Don't know.	3/14/2018 10:45 AM

Q3 What features do you currently use in Microsoft Excel that you would like to learn more about?

Answered: 18 Skipped: 2

#	RESPONSES	DATE
1	Drop down menus, formatting for printing.	3/20/2018 9:05 AM
2	Databases-formulas	3/19/2018 12:43 PM
3	I have extremely limited knowledge and experience with Excel and am not sure what all of the items above mean, but it seems like I would be most interested in learning about formatting sheets, columns and rows, creating formulas and using functions, creating charts, and importing data.	3/19/2018 12:43 PM
4	I am not using excel at all but I would like to learn.	3/18/2018 7:13 PM
5	everything	3/15/2018 2:52 PM
6	Sorting and filtering, formatting numbers	3/15/2018 2:45 PM
7	creating charts	3/14/2018 5:22 PM
8	basic formulas, formatting	3/14/2018 3:07 PM
9	Formatting sheets, columns, and rows, but I'm pretty familiar with that.	3/14/2018 12:56 PM
10	Formulas Mail Merge	3/14/2018 12:33 PM
11	sorting, filtering,	3/14/2018 11:40 AM
12	Creating tables	3/14/2018 11:33 AM
13	Formatting numbers, Importing Data, Formulas	3/14/2018 11:27 AM
14	Formatting sheets, columns, rows	3/14/2018 11:08 AM
15	I use Excel for multiple reporting and data analysis purposes and I feel that I could be much more efficient and successful with additional information. Currently I use: Formatting Sheets, columns and rows. Sorting and filtering. Conditional formatting Importing data	3/14/2018 10:50 AM
16	creating formulas/using functions, creating charts	3/14/2018 10:48 AM
17	n/a	3/14/2018 10:46 AM
18	Pivot charts	3/14/2018 10:46 AM

Q4 What features are you not using yet that you would like to learn to use?

Answered: 18 Skipped: 2

#	RESPONSES	DATE
1	macros	3/19/2018 12:43 PM
2	All of the above. I really don't know how to use Excel but have been wanting to learn. I appreciate you having a training opportunity.	3/19/2018 12:43 PM
3	The first two bullet points.	3/18/2018 7:13 PM
4	everything	3/15/2018 2:52 PM
5	importing data, conditional formatting and creating and using formulas.	3/15/2018 2:45 PM
6	Mailings, Comments, track changes,	3/15/2018 8:55 AM
7	conditional formatting, importing data	3/14/2018 5:22 PM
8	pivot tables	3/14/2018 3:07 PM
9	Would like more info on creating graphs and also creating formulas.	3/14/2018 12:56 PM
10	Pivot Tables merging sheets together?	3/14/2018 12:33 PM
11	importing data, formatting sheets, columns, rows	3/14/2018 11:40 AM
12	Charts, conditional formatting	3/14/2018 11:27 AM
13	Sorting and filtering. Importing data	3/14/2018 11:08 AM
14	Pivot Tables	3/14/2018 11:06 AM
15	I would love to know how to create formulas, and use functions, create charts, and format numbers, as well as get additional information about the other fields I already use to help improve upon what I already know/understand.	3/14/2018 10:50 AM
16	conditional formatting	3/14/2018 10:48 AM
17	n/a	3/14/2018 10:46 AM
18	Don't know.	3/14/2018 10:46 AM

Q5 Would you like to speak with Barbara further about your Microsoft Word and Excel training interests or needs? If so, please list your name and email address below.

Answered: 4 Skipped: 16

#	RESPONSES	DATE
1	Angela Stewart at angela-stewart@redwoods.edu Ideally I'd love to take a class but I just haven't been able to commit to a full semester. If there are additional trainings or short term classes I would love to know about them.	3/19/2018 12:47 PM
2	Sheila Hall sheila-hall@redwoods.edu	3/14/2018 3:07 PM
3	Ericka Barber Ericka-Barber@redwoods.edu	3/14/2018 11:06 AM
4	I would like to attend the training for Microsoft Excel. Ashley Vandal Ashley-vandal@redwoods.edu	3/14/2018 10:51 AM