Best Practices for Word 2007 Course Evaluation (8/12/2010)

Word Creation

1. Do you create Word documents as part of your position? Yes _____   No _____

2. If yes, about how many Word documents/month do you create? _____

3. Of these, about how many would you say include (check all that apply):

   Images _____   Charts _____   Tables _____   Forms _____

4. Do these documents get published online (by you or others)? Yes _____   No _____

5. If yes, what format do they get published as (check all that apply):

   .doc _____   .pdf _____   .html _____

   Other (please specify): _____

Best Practices

Please mark the most correct answer with an X or check that applies **BEFORE** taking this session

Best Practice	Used correctly	Used but wasn't sure if I used it right	Never Used	Didn't know it existed
Styling Toolbar				
Headings				
Text Equivalents				
Lists				
Charts				
Properties				

Prior knowledge

BEFORE this session, did you know about the Illinois Information Technology Accessibility Act (IITAA)? Yes _____   No _____

If yes, where did you learn about it from? _____

What other accessibility training would you be interested in? _____

_____

Your information

We would like to follow up with you to see how you are doing, if you are applying techniques, or have additional questions.

Although putting your name on here is optional, it will help us keep track of the growing knowledge of accessibility on campus.

Name (optional): _____

Department: _____

PLEASE FEEL FREE TO ADD ANY ADDITIONAL COMMENTS TO THE BACK OF THIS FORM