

Computer Skills: Self-Survey

Answer the following questions about your computer skills. Use your answers and the information at the end of the survey to find your next steps. The next steps will lead you to computer resources that are right for you. Use the resources to increase your skills.

1. Have you ever used a computer?
 Yes
 No (You do not need to answer the other questions.)

2. Can you identify and use a monitor, keyboard, mouse, printer, CPU, storage devices and speakers?
 Yes
 No
 I'm not sure

3. Do you know how to use computer storage devices like hard drives, flash drives and CD-ROMS to (1) Run programs and (2) save/backup files?
 Yes
 No
 I'm not sure

4. How would you describe your typing skills?
 I hunt for the keys one character at a time
 I'm okay at using both hands to type
 I'm good at using proper keyboarding techniques

5. How do you feel about using the Internet?
 No Problem. I can use search engines, blogs, forums, social networking, etc.
 Just fine. I can use a search engine or go directly to a website to view/print/save online documents.
 I get through it. I am okay if I just have the website address.
 Not okay. I don't use it very often.

6. How do you feel about using word processing software, such as Microsoft Word? Microsoft Works? Word Perfect?
 No Problem. I can perform the basic functions, plus insert graphs/tables and format layout.
 Just fine. I can create, edit, save, print, spell check and format text.
 I get through it. I can create, edit, save and print documents
 Not okay. I don't use it very often.

7. How do you feel about using spreadsheet software, such as Microsoft Excel? Microsoft Works? Lotus 1-2-3?

No Problem. I can perform the basic functions, plus insert graphs/charts, format layout and use formula functions.

Just fine. I can create, edit, save, print and format cells.

I get through it. I can create, edit, save and print spreadsheets.

Not okay. I don't use it very often.

8. Do you know how to create folders and organize files so that they are easy to find later?

No Problem. I can create folders in the appropriate location, and add files that are ready to be shared and distributed over computer networks or email.

Just fine. I can create a new folder on the desktop or in my documents, and add files.

I get through it. I can create a new folder on the desktop, and add files.

Not okay. I don't do that very often.

9. How do you feel about sending email messages?

No Problem. I can send, save, forward, and add attachments to messages.

Just fine. I can send, save, forward/reply.

I get through it. I use it once in a while.

Not okay. I don't use it very often.

10. How do you feel about using spreadsheet software, such as Microsoft Excel? Microsoft Works? Lotus 1-2-3?

No Problem. I use it all the time.

Just fine. I use it occasionally.

I get through it. I use it once in a while.

Not okay. I don't use it very often.

11. Have you used Adobe Acrobat Reader to view PDF files?

Yes

No

I'm not sure

12. Are you aware of computer ethics and ways to protect yourself against electronic viruses and other threats?

Yes

No

I'm not sure

13. Have you administered a computer network server, such as Windows Server 2003?
Linux?

Yes

No

I'm not sure

14. Have you written a computer program in a language such as Visual Basic? C++? Java?

Yes

No

I'm not sure

Your answers can help find your computer skill level:

- Did you answer NO to questions 1, 2 and 3? Did you answer "I hunt for the keys one character at a time" to question 4, and "I get through it" or "not okay" to questions 5-9? You are a basic computer user. Take one or more of the Basic Computer Skills online courses to increase your skills.

 - Did you answer YES or "No Problem/Just Fine" to questions 1-12? You are familiar with software used by business workers. Take one or more of the Intermediate Computer Skills online courses to increase your skills.

 - Did you answer YES to questions 13 and 14? You are ready for or are in the Information Technology field. Take one or more of the Technical Professional online courses to increase your skills.
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