

# Computer Skills: Self-Survey




Respond to the following questions placing an "X" on the line next to the response that most closely identifies your familiarity with computers and computer software. Based on your answers, you will be directed to a learning pathway that is appropriate for individuals with your computer experience.

1. Have you ever used a computer?  
 Yes  
 No (If you selected this answer, you do not need to answer the remaining questions)
  
2. Does your current job, or job you wish to have, require you to have basic computer skills?  
 Yes  
 No  
 I'm not sure
  
3. Do you have an email account?  
 Yes  
 No
  
4. Have you used Adobe Acrobat Reader to view PDF files?  
 Yes  
 No  
 I'm not sure
  
5. How comfortable are you with using a computer?  
 Very familiar – use it frequently  
 Somewhat familiar – use it occasionally  
 Slightly familiar – use it once in a while  
 Not familiar – use it rarely
  
6. How familiar are you with using the Internet?  
 Very familiar – use it frequently  
 Somewhat familiar – use it occasionally  
 Slightly familiar – use it once in a while  
 Not familiar – use it rarely
  
7. If yes, how familiar are you with sending and receiving email messages?  
 Very familiar – use it frequently  
 Somewhat familiar – use it occasionally  
 Slightly familiar – use it once in a while  
 Not familiar – use it rarely

8. Does your current job, or job you wish to have, require you to use a computer and office software applications (Microsoft Word, for example)?
- Yes  
 No  
 I'm not sure
9. How familiar are you with using word processing software, such as Microsoft Word, Microsoft Works or Word Perfect?
- Very familiar – use it frequently  
 Somewhat familiar – use it occasionally  
 Slightly familiar – use it once in a while  
 Not familiar – use it rarely
10. How familiar are you with using spreadsheet software, such as Microsoft Excel, Microsoft Works, or Lotus 1-2-3?
- Very familiar – use it frequently  
 Somewhat familiar – use it occasionally  
 Slightly familiar – use it once in a while  
 Not familiar – use it rarely
11. How familiar are you with using resume development software such as WinWay Resume, Microsoft Word Resume Templates, Web-based resume builders, or others?
- Very familiar – use it frequently  
 Somewhat familiar – use it occasionally  
 Slightly familiar – use it once in a while  
 Not familiar – use it rarely
12. Does your current job, or job you wish to have, require you to have knowledge of computer networking and/or programming?
- Yes  
 No  
 I'm not sure
13. Have you administered a computer network server, such as Windows Server 2003 or Linux?
- Yes  
 No  
 I'm not sure
14. Have you written a computer program in a language such as Visual Basic, C++ or Java?
- Yes  
 No  
 I'm not sure

---

Your answers can help you determine your computer skill level:

- If you answered NO to questions 1 and 3, and/or slightly familiar or not familiar to questions 5, 6, and 7, on the Computer Skills Self-Survey it indicates that you are a basic computer user. Consider completing one or more of the Basic Computer Skills online courses or training options. 
- If you answered, YES or you are familiar with items in questions 1-10, on the Computer Skills Self-Survey it indicates that you are familiar with software applications used by business workers. Consider completing one or more of the Intermediate Computer Skills online courses or training options. 
- If you answered YES to questions 12, 13 and 14 on the Computer Skills Self-Survey it indicates that you are likely to be entering or are already in the Information Technology field. Consider completing one or more of the Technical Professional online courses or training options. 

---

*Disclaimer: This self-assessment exercise is designed to help you evaluate your own computer skill level; the questions above represent a sample of computer skills, written for this purpose. We cannot guarantee that the results of this self-assessment are reliable predictors of successful completion of online computer courses and/or training. Illinois workNet disclaims the making of, and the assessment taker acknowledges that he or she has not received any warranty or guaranty, express or implied, as to the projected or potential employment benefits, hiring, promotion, certification, or otherwise as a result of completing these questions. Illinois workNet cannot accept responsibility for inappropriate placement of individuals in courses using solely this self-assessment.*

Illinois workNet Centers are an Equal Opportunity Employer/Program.  
Auxiliary aids and services are available upon request to individuals with disabilities.  
Sponsored by the Illinois Department of Commerce and Economic Opportunity.