

NAME: Angela Bailey

COMPUTER SKILLS INVENTORY

The purpose of this assignment is to assess your current computer skills. Please answer the following questions with either yes (Y) or No (N).

COMPUTER CONCEPTS:

- Log on and off the computer __Y__
- Power on and off the computer __Y__
- Identify parts of the computer __Y__
- Know the difference between system and application software __N__
- Properly use a mouse (i.e. double click, select and hold, drag, etc.) __Y__

MICROSOFT WORD:

- Create a new document __Y__
- Save a document in different format and/or location __Y__
- Use icons and menus __Y__
- Create a new template or use an existing template __N__
- Select text and change (font size, font type, style, color, etc.) __Y__
- Cut/paste and copy/paste __Y__
- Use the undo and redo icons __Y__
- Insert graphics and clipart __N__
- Format text (spacing, alignment, bullets, etc.) __Y__
- Use spell check, grammar check, and thesaurus __Y__
- Create columns and tables __Y__
- Insert hyperlinks __N__

MICROSOFT POWERPOINT:

- Create an original presentation __N__
- Rearrange slides using slide sorter __N__
- Choose a slide format __Y__
- Enter text into a text box __Y__
- Change slide background __N__
- Insert and modify shapes __N__
- Add headers and footers __N__

- Use slide show commands

__N__

MICROSOFT EXCEL:

- Enter data into a cell
- Select a cell
- Format cells (currency, percentage, decimals, etc.)

__Y__
__Y__

- Y
Create a basic chart
- Insert/delete cells, rows, & columns
- Use/create simple formulas
- Insert headers & footers

__N__
__Y__
__N__
__N__