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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 __Y__
- 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 __Y__
- 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 __Y__
- Format text (spacing, alignment, bullets, etc.) __Y__
- Use spell check, grammar check, and thesaurus __Y__
- Create columns and tables __Y__
- Insert hyperlinks __Y__

MICROSOFT POWERPOINT:

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

- Use slide show commands

__Y__

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

__Y__
__Y__
__Y__
__Y__