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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
  __n___
- Properly use a mouse (i.e. double click, select and hold, drag, etc.)
  __n___

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
  __n___
- Use the undo and redo icons
  __n___
- Insert graphics and clipart
  __n___
- Format text (spacing, alignment, bullets, etc.)
  __n___
- Use spell check, grammar check, and thesaurus
  __n___

- Create columns and tables
  __n___
- Insert hyperlinks   __n___

MICROSOFT POWERPOINT:

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

MICROSOFT EXCEL:

- Enter data into a cell   __n___
- Select a cell   __n___
- Format cells (currency, percentage, decimals, etc.)
  __n___
- Create a basic chart   __n___
- Insert/delete cells, rows, & columns
  __n___
- Use/create simple formulas
  __n___
- Insert headers & footers
  __n___