

Technology Survey

Name _____

Date _____

Skill Level:

0 = Not Sure

1 = Would Like to Learn

2 = Have Some Knowledge

3 = Know Well

Basic Computer Skills		
Do you know how to operate the following:	Pre-test	Post-test
Keyboard		
Mouse		
Computer printer		
Name basic computer parts		
Can you perform the following tasks:		
Turn on computer		
Shut down computer properly (using "start button")		
Log on using a password		
Insert and use a floppy disk		
Insert and use a Compact Disk (CD)		
Adjust the computer monitor (screen)		
Adjust the screen properties (color, screen saver) etc.		
Troubleshoot by checking electrical connections		

Windows Skills		
Can you perform the following tasks:	Pre-test	Post-test
Open a program by double-clicking an icon		
Open a program by using the Start Menu		
Close a program or Window		
Minimize and Maximize Windows		
Move Windows by clicking and dragging		
Understand the difference between a program and a document		
Use Windows Explorer to copy and move files		
Use Windows Explorer to find a lost file		
Use software or program that is on a CD		
Install software from a CD to hard drive		
Delete Files		
Transfer files from portable disk to hard drive		
Create a new folder		
Rename a folder		

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Windows Skills (continued)		
Can you perform the following:	Pre-test	Post-test
Use Ctrl + ALT + Delete keys if computer "freezes"		
Use Help menus to find information		

Word Processing Skills		
Can you perform the following:	Pre-test	Post-test
Open Microsoft Word or other Word Processing program		
Type using "home keys"		
Create a document		
Name and save a document		
Save a document to a specific folder (as opposed to the "My Documents" folder)		
Delete text using backspace or delete key		
Delete large amounts of text using click and drag (highlighting) method		
Edit text using bold, italics, underlining		
Change size, style of text		
Cut and Paste text		
Set Margins		
Use spell check		
Use undo/redo		
Print document		
Other		
Do you know how to operate the following:	Pre-test	Post-test
Computer microphone		
Scanner		
Digital camera		
LCD projector		
Flash Drive		
Do you know how to:	Pre-test	Post-test
Create a spreadsheet		
Send & Receive E-Mail		
Send E-Mail with attachments		
Navigate the Internet		
Use Search Engines to find information on the internet		
Use a program to create greeting cards/graphics		