

# Bigger & Better Journey

## Computer Skills Assessment

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

### WORD PROCESSING

YES	NO	I can create a new document, or open an existing document, edit it, print it and save it.
YES	NO	I can change fonts and font size.
YES	NO	I can modify the margins and other document formatting.
YES	NO	I can create and modify columns.
YES	NO	I can set various types of tab stops and use them effectively.
YES	NO	I can create a table.
YES	NO	I can modify a table by adding rows and columns or deleting rows and columns as needed.
YES	NO	I can convert text into a table and vice versa.
YES	NO	I can create a merge form and a list of names and combine them using the merge function.
YES	NO	I can create a data source for a mail merge.
YES	NO	I know how to use an existing data source for a mail merge.
YES	NO	I know how to create styles to keep formatting consistent.
YES	NO	I can create and modify templates.
YES	NO	I can create several drawing objects and layer them to suit my needs.
YES	NO	I know how to track changes in a document.
YES	NO	I know how to password protect a document.
YES	NO	I can write a macro.
YES	NO	I can edit a macro.
YES	NO	I can create a pull-down menu.

### EMAIL AND INTERNET

YES	NO	I can read, create, respond to and forward an email message.
YES	NO	I can attach a document to an email message.
YES	NO	I can download, open and save an email attachment.
YES	NO	I can use voting buttons.
YES	NO	I can create and share my calendar with coworkers.
YES	NO	I can track message receipts.
YES	NO	I can attach Outlook items to email messages.
YES	NO	I know at least one alternative to Internet Explorer.
YES	NO	I manage my own website.

### SPREADSHEETS

YES	NO	I can customize the toolbars to suit my needs.
YES	NO	I can create a basic formula by typing it in the cell.
YES	NO	I can use the paste function feature to calculate cells.
YES	NO	I know what the fill handle is and can use it for several different purposes.
YES	NO	I understand how to use absolute and relative cell references.
YES	NO	I can format cells by changing all aspects of their appearance.
YES	NO	I can add and delete cells, columns and rows.
YES	NO	I can save a spreadsheet with a new name and in a specific location.
YES	NO	I can create charts and modify their appearance as needed.
YES	NO	I can add headers and footers to my spreadsheets.
YES	NO	I know how to scale a worksheet to size.

**COMPUTER BASICS**

YES	NO	I can change the appearance of my desktop.
YES	NO	I can add, remove, or change the password on my computer.
YES	NO	I can add and delete programs on my computer.
YES	NO	I know the function of all the icons on my desktop.
YES	NO	I know how to copy data files to a CD.
YES	NO	I know how to burn music files to a CD.

**DATABASE BASICS**

YES	NO	I can create a simple table within Microsoft Access.
YES	NO	I understand how to add specific criteria to a query in the database.
YES	NO	I have a good understanding of how a 'relational database' works.
YES	NO	My main responsibility has always been to enter data into the database.
YES	NO	I can customize and print reports from the database.

**POWERPOINT BASICS**

YES	NO	I can create a basic slide show with multiple slides and transition effects.
YES	NO	I can insert slides with various layouts in a presentation.
YES	NO	I can effectively use the different views in PowerPoint.
YES	NO	I can rearrange slides as well as change graphics and backgrounds.
YES	NO	I can resize, move, copy and delete objects on slides.
YES	NO	I can add music and videos to slide shows.
YES	NO	I know how to rehearse slide timings.
YES	NO	I can use a pen to make annotations to a slide during a presentation.
YES	NO	I can create a custom slide show that will run within another slide show.

**I know what the following file extensions mean**

YES	NO	Exe
YES	NO	pdf
YES	NO	txt
YES	NO	dll
YES	NO	doc
YES	NO	xls
YES	NO	mpg
YES	NO	jpg
YES	NO	pps

**SHORTCUTS**

These are universal shortcuts. Do you know what they do?

YES	NO	Ctrl+A
YES	NO	Ctrl+B
YES	NO	Ctrl+C
YES	NO	Ctrl+N
YES	NO	Ctrl+O
YES	NO	Ctrl+P
YES	NO	Ctrl+S
YES	NO	Ctrl+U
YES	NO	Ctrl+X
YES	NO	Ctrl+Z