

# IT Skills Assessment

To ensure that you receive training that is suitable for the skills you possess, please take a few minutes to read and complete the Skills Assessment Sheets.



Tick only one response per function:

1. Yes
2. No
3. Not Sure

If you tick the 'Not Sure' box, then please state in the comments box the reason why you are not sure.

<b>Computer Skills</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>	<b>Comments</b>
Turn on/off computer, monitor, printer				
Use a mouse				
Use a keyboard				
Recognise floppy & CD-ROM disks				
<b>Windows Skills</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>	<b>Comments</b>
Knows meaning of hourglass				
Understand how to click and drag an object				
Open a desktop (icon) software program				
Open a program using START menu				
Position of the titlebar				
Position and use of the taskbar				
Position and use of the scrollbars				
Use a software program and navigate menus				
Successfully exit a program				
Minimize/maximize/restore open programs				
Resize windows using borders				
Select appropriate software for a task				
Understand the difference between a program and a document				
Understand the difference between a file and a folder				
Create a file for personal work				
Change wallpaper on Windows 98 desktop				
Change drives, from hard to floppy to CD-ROM drive				
Use of shortcuts				
Use help screens in software programs				
Use of dialogue boxes				
Understand the principles of the clipboard				
File management using Windows explorer				
Renaming/deleting files, folders or shortcuts				
<b>Word Processing Skills</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>	<b>Comments</b>
Create a new document				
Open an existing document				
Understand the status bar				
Enter/select/delete text				
Uses drop down menus				
Uses undo/redo functions				
Can move insertion point using mouse/arrow keys				
Correct errors using backspace/delete keys				
Cut and paste				
Change font/font size/colour				
Format text (bold, italics, underline, justify)				
Understand text alignment				
Format paragraphs				
Use of indents/special indents				
Insert bullet points and numbering				
Page formatting				
Insert page breaks				
Set margins				
Insert headers and footers				
Use Spell Check				
Print document				
Use "save as" and "save"				

Assign and change the format of default styles				
Create own styles				
Apply custom styles				
Insert a table of documents				
Reformat or update a table of documents				
Enable the horizontal rule				
Use of tab stops and their functions				
Understanding of macros				
Customising macros and assign keyboard shortcuts				
Create a letterhead				
Create the form letter				
Open a Word data source				
Open an Excel data source				
Open an Access data source				
Use of mail merge				
Insert clipart into a document				
Resize/reposition clipart images				
Locate and insert clipart				
Insert and manipulate autosshapes				
Insert a table into Word				
<b>Spreadsheet Skills</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>	<b>Comments</b>
Create a new worksheet				
Open an existing worksheet				
Insert/delete a worksheet				
Move or copy a worksheet				
Create a workbook				
Insert/select/delete cells				
Insert/select/delete columns				
Adjust column width				
Insert/select/delete rows				
Adjust row height				
Entering data into cells				
Dragging cells				
Replicating data				
Format cell font/size/colour				
Cell alignment				
Understand cell references				
Adding cell references/SUM/AutoSum				
Subtracting cell references				
Multiplying cell references				
Dividing cell references				
Create a chart/graph using chart wizard				
Use of Excel as a database				
Use of hlookup and vlookup functions				
The "IF" function				
The "OR" function				
The "CHOOSE" function				
<b>Database Skills</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>	<b>Comments</b>
Launching Access				
Create a table				
Input field details				
Set a primary key				
Create a form using the form wizard				
Input & query data				
Create a report using the report wizard				
<b>Presentation Skills</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>	<b>Comments</b>
Use of autocontent wizard				
Adding a new slide				
Select a slide layout				
Sort and view slides				
Insert and view notes				
View a slide show				
Create a presentation				
Enter text into a slide				
Format bullet points				

View next/previous slide				
Use of shortcuts				
<b>Internet Skills</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>	<b>Comments</b>
Use Favourites to get desired information				
Recognise a URL				
Type a URL in the address box				
Use Back and Forward commands				
Locate and click on Links on a web page				
Use a search engine like Yahoo/AltaVista to do a simple search				
Scroll through "hits" and search				
Print a web page				
View the HTML (source code) of a web page				
Save an HTML document created in notepad				
<b>E-Mail Skills</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>	<b>Comments</b>
Can login to check personal e-mail				
Write and send a message to a friend, co-worker or tutor				
Send e-mail to more than one person				
Get and read new e-mail				
Respond to e-mail received				
Exit e-mail program				
Maintain e-mail account by saving and deleting messages				
<b>TOTALS .....</b>				