

Computer Skills Assessment Chart

This chart is designed to provide a visual progression of skills that any of us may possess. This can be used when making a recommendation of which classes, or courses, a student should take if he/she wishes to further his/her computer skills, and to offer suggestions of which classes, or courses, they may like to take.

Beside each question tick the box if the student feels confident that he/she possesses the skill. If he/she does not possess that skill, or is unsure, leave the tick box blank.

Do you have a computer?	
For how long have you had a computer?	

		<u>Task</u>	<u>Tick If Yes</u>	<u>Course(s) You Should Do</u>	<u>Course(s) You Can Do If You Wish</u>
1	Can you	Start the computer?	<input type="checkbox"/>	Computer Awareness	
2		Close down the computer?	<input type="checkbox"/>	“	
3		Open a program?	<input type="checkbox"/>	“	
4		Use a mouse?	<input type="checkbox"/>	“	
5		Maximise a window?	<input type="checkbox"/>	“	
6		Minimise a window?	<input type="checkbox"/>	“	
7		Close a program?	<input type="checkbox"/>	“	
8		Move, resize a window?	<input type="checkbox"/>	“	
9		Highlight a word/phrase /paragraph?	<input type="checkbox"/>	“	
If you can do at least 6 of the previous then you should do:				Word Processing	
10	Can you	Delete a word/phrase/paragraph?	<input type="checkbox"/>	“	
11		Use scroll bars, side & bottom?	<input type="checkbox"/>	“	
12		Check spelling/grammar?	<input type="checkbox"/>	“	
13		Use Help?	<input type="checkbox"/>	“	
14		Align text, Left/Centre/Right/Justify?	<input type="checkbox"/>	“	
15		Print?	<input type="checkbox"/>	“	
16		Insert, delete, cut/copy /paste?	<input type="checkbox"/>	“	
17		Retrieve a file from a folder?	<input type="checkbox"/>	“	
18		Retrieve a file from 3½” floppy?	<input type="checkbox"/>	“	
19		Save a file to a particular folder?	<input type="checkbox"/>	“	
20		Save a file to 3½” floppy?	<input type="checkbox"/>	“	
If you can do all of the previous you can do:				Tutor Development, Publisher course, Spreadsheets, Scanning, Photo & Image Editing, Maintenance, File, Folder & Disk Management,	
21	Can you	Create a table in a Word document?	<input type="checkbox"/>		“
22		Insert a picture in a Word document?	<input type="checkbox"/>		“
23		Empty the Recycle Bin?	<input type="checkbox"/>		“
24		Open “My Computer program?”	<input type="checkbox"/>		“
25		Open Explore® program?	<input type="checkbox"/>		“
26		Move a file between folders?	<input type="checkbox"/>		“
27		Copy a file between folders?	<input type="checkbox"/>	Tutor Development	
28		Select several files, to move at once, between folders?	<input type="checkbox"/>	“	
29		Create/delete a shortcut on the desktop?	<input type="checkbox"/>	“	
30		Find a lost file?	<input type="checkbox"/>	“	