Computer Skills Survey

Name:_____ **Date:**_____

What do you know how to do with computers?
Check "yes" or "no" for each skill. Check "?" if you don't understand.

Basic:	**Yes**	**No**	**?**
Turn on computer			
Turn off computer			
Click mouse			
Double click mouse			
Word:			
Make a new document			
Open an old document			
Save document			
Close document			
Print-preview document			
Print document			
Formatting skills:			
Capital letters			
Start a new line			
Move up and down on the page			
Erase			
Copy, Cut and Paste the writing			
Underline writing			
Change the size of the writing			
Change the color of the writing			
Change the font			
bold / underline / italics			
Center or align the writing to the left/right			
Insert picture			
Bullets (insert, style)			
Numbers (insert, style, restart)			
Tables (insert, format, style)			

Windows:	**Yes**	**No**	**?**
Open program			
Close program			
Create a new folder			
Delete a folder or document			
Internet:			
Connect to internet			
Connect to a certain address			
Open a page to find more information			
Follow a link to a new page			
Open a new window			
Bookmark a page / add a page to favorites			
Save a picture from a website			
Save text from a website			
Do you know what a virus is?			
Email:			
Check email			
Send mail			
Read mail			
Open and read attachments			
Send an attachment			
Save an email address			
Forward a message			
Send an email to a group of people			
Print mail			
Create an email account			
Arrange messages in folders			

What do you use computers for now? _____

_____

_____

What do you want to use computers for in the future? _____

_____

_____

What else do you want to know how to do with computers? _____

_____

_____

How comfortable are you with using computers?

1 2 3 4 5 6 7 8 9 10

Very comfortable OK Not comfortable

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