

Computer Basics Pre-Skills Evaluation

In order for the instructor to customize the curriculum based on the skill level of the class, please take a few minutes to complete this questionnaire and bring to the first session of class.

Skill Level:

_____ I know how to turn the computer on – but not much else.

_____ I use the computer to send/receive emails – but not much else.

_____ I know how to upload and save pictures from my camera.

_____ I am comfortable exploring the internet.

_____ I use the computer for work and know a little about Office programs. List any computer programs you currently use and consider yourself proficient in: _____

I would like to use the computer for:

_____ Sending/receiving emails

_____ Browsing the internet

_____ Preparing documents and spreadsheets

_____ Work – either at home or in an office

My biggest obstacle with the computer is:

At the end of this class, I would like to be able to:
