WAUBONSEE
COMMUNITY COLLEGE

Name: _____

Computer Skills Inventory

	I Don't Know What This Means	I Can't Do This At All	This Is Very Difficult For Me	I Can Do This, But Not As Well As I Would Like	I Can Do This Well Enough
HARDWARE					
Use a mouse					
Use a keyboard					
Use CD-ROM drive and/or flash drive					
WORD PROCESSING SKILLS					
Start a new document					
Open an existing document					
Use drop-down and ribbon menus					
Use mouse and arrow-keys to move cursor					
Correct errors using backspace and delete keys					
Use undo/redo functions					
Copy, cut, paste					
Change font, size, and color of text					
Format text (ex. underline)					
Set margins					
Use spell check and thesaurus					
Print document					
Set tabs					
Insert a picture					
Insert page numbers					
Set spacing (single, double)					
Use print preview option					
Insert bullets and numbers					
Use shading and borders					
Count words in a document					
Use Help index					
WINDOWS					
Open a program using start menu					

	I Don't Know What This Means	I Can't Do This At All	This Is Very Difficult For Me	I Can Do This, But Not As Well As I Would Like	I Can Do This Well Enough
Create file for personal work					
Create folders to organize files					
Maximize/minimize open program					
INTERNET					
Know how to use address bar					
Use bookmarks					
Use back and forward commands					
Locate and click on links on a web page					
Know what a home page is					
Print off of the web					
Reload or refresh					
Use search engines					
EMAIL					
Create an email account					
Log in and check for email					
Write and send email					
Send an email message to more than one person at a time					
Respond to email received					
Retrieve old messages					
Delete old messages					
Send an attachment					
Download an attachment					
OTHER					
Restart frozen screen					
Prevent a virus					
Search for a lost file					
Do you have computer access at home?	**Yes**		**No**		