

TECHNOLOGY Skills Assessment

Question	Yes	No
Turn on/off a computer, its monitor, and its printer.		
Startup programs or switch between programs		
Move a mouse to specific points on the screen and use it to activate commands, to reveal menus, to move (drag) screen elements.		
Use a mouse or commands to open, close, or resize windows on the computer		
Familiar with the layout of a standard keyboard and can use keys-even if I can only hunt and peck--to enter characters (text), to erase (delete) text, to move the cursor around the screen.		
Know how to insert and remove a flash drive		
Know how to save data to a flash drive or DVD		
Use a browser such as Internet Explorer to access the World Wide Web.		
Can enter an Internet address (that's a URL such as http://www.tbyrdcenter.com) to view a specific site.		
Can use a search engine such as google or yahoo.com to locate sites for specific information.		
Can print information gathered from Internet resources.		
I have an e-Mail Address		
I have a website such as: face book, LinkedIn, etc.		
I am familiar with Microsoft Office		
I have used Microsoft Word		
I have used Microsoft Excel		
I have used Microsoft Access		
I have used Microsoft Power point		
I have used Microsoft Publisher		
I understand what Microsoft Windows is		
I own a computer		
I own a printer		
Can download data and files from the Internet		
Own and operate a tablet		

Total Yes: _____ Total No: _____

Name: _____ Phone: _____