# 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: _____