Computer Skills Self-Assessment

Name:_____

Date:____/____/_____

Basic Computer Operation	Yes	No
I know how to use a personal computer (moderate proficiency or better)		
I can use a keyboard and mouse		
I can type on a keyboard quickly (know where the home keys are, don't have to "hunt and peck" to key in data)		
I can Startup and Shutdown a computer properly		
I can find and launch specific software programs (i.e. MS Word, Adobe, Safari, etc.) and navigate between them		
I can create folders and access information or files in these folders		
I can save work (files) to folders on the hard drive, Cloud or Google drive, or USB Flash drive		
I can use a back up drive		
I can print files and documents		
I can exit/quit a software program properly		
I can use either the "Explore", "My Computer", or "Search" function to locate a file on a computer or USB drive		
I can eject a USB Flash Drive		
I can use Help to get an answer to a question on how to do a task or get information on a topic		
Basic Tablet/iPad/Cell Phone Operation (SKIP if not using)		
I can use the HOME BUTTON, on/off, volume, and camera		
I can use swipe, zoom, select text, insert text & pictures, and copy		
I can find the alphabet, numbers and symbols on the various keyboards		
I can download an APP, music, video or movie		
I can email and attach and save files		
I can bookmark websites		
I can use settings to customize		
I can set up contacts (address book)		
Word Processing Skills		
I can create and save a new word processing document		
I can open and edit an existing word processing document		
I can save an existing document that I have edited with a new name		
I can cut, copy, and paste text in a document		
I can change font style and size in a document		
I can bold, italicize, or underline text		
I can add bullets to text		
I can set text margins (left, right, top, bottom)		
I can set page orientation (portrait or landscape)		
I can run Spelling and Grammar check		

Computer Skills Self-Assessment

Internet/Web Skills	Yes	No
I can go to a specific web site if given its URL address (www.etc ....)		
I can use a web browser (Safari, Chrome, Firefox, etc.) to follow hyperlinks, move forward, or backwards on a web site		
I can use internet search engines (Google, Yahoo, etc.) to find information or conduct research		
I can download and save files (ie. WORD, PDF files, etc.) to a computer from the internet		
Email Skills		
I have an email address where I am able to send and receive emails		
I can compose and send a new email message		
I can reply to or forward an email message that I receive		
I can attach a file to an email that I send		
I can view an attachment (file) from an incoming email that I receive		
I can save an attachment (file) from an incoming email to a hard drive, or USB Flash drive		
Computer Access		
I have access to a digital device that I can use that connects to the internet		
I have access to a computer in a public library, school, or other community location		
I have a USB flash drive, CD or online account that I can use to transfer files from one device to another		
Online Safety		
I can recognize signs of an email being a scam		
I know how to protect my personal information online		
I know how to create a secure password for online accounts		
I know what steps to take if I suspect I've been the victim of an online scam		

Any other skills or topics you would like to cover: (ie. Facebook/Messenger, Photo Management, use the Cloud, Netflix, Maps & GPS, Read/Listen to online books, Facetime, Skype, Online Shopping etc.)

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