

Name \_\_\_\_\_

Date \_\_\_\_\_

## Bridge Program

# Computer Skills Self-Inventory

This inventory is a lengthy but non-comprehensive list of beginning, intermediate and advanced computer skills a typical college graduate would have. [For a computer major, the list would be far more extensive.] It is meant to assist you in planning out how to improve your own skills over the coming years, not to scare you.

To use this inventory, check the items that are true for you today. Then plan how to learn skills you're missing by asking teachers or friends for help, by working from self-paced manuals, or by taking courses.

### Part I – General Computer Background

- ☐ I have a computer at home.
- ☐ I have a PDA.
- ☐ I have a digital camera.
- ☐ I know how to burn CDs.
- ☐ I use a computer almost every day at work.
- ☐ I have taken at least one computer class (CLC or elsewhere).
- ☐ I have my own e-mail address.

If yes, please print it here:

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- ☐ I use the Internet to look for information.
  - ☐ I play video games.
  - ☐ I use Windows.
  - ☐ I use Word.
  - ☐ I use Excel.
  - ☐ I use Access.
  - ☐ I use PowerPoint.
  - ☐ I use Publisher.
  - ☐ I code in at least one programming language.
  - ☐ I have my own Website.

If yes, please print the URL here:

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- ☐ I have a print and electronic portfolio of samples of my best computer work.

General Computer Background Skills Total: \_\_\_\_\_ of 18

## **Part II – Hardware**

- ☐ I can identify and name the function of the following: CPU, monitor, keyboard, mouse, printer, scanner, floppy diskette, floppy disk drive, CD-ROM, CD-ROM drive, surge protector.
- ☐ I can sort the above list into the categories of memory, storage, input, output, and miscellaneous.
- ☐ I know RAM from ROM.
- ☐ I can translate from one to another unit of memory (bytes, kilobytes, megabytes, gigabytes).
- ☐ I have seen the insides of a computer.
- ☐ If you give me a computer and peripherals in boxes, I can put it together and get it running.

Hardware Skills Total: \_\_\_\_\_ of 6

## **Part III – Basic Operations/Operating System**

- ☐ I know how to turn the computer and monitor on using power switches.
- ☐ I know how to turn the computer off from the Start menu.
- ☐ I can type at average speed.
- ☐ I know what the Enter, Tab, Shift, Escape, Control, Alt, Caps Lock, Backspace, Delete, and arrow keys on my keyboard are used for.
- ☐ I know how to use my mouse for the point and click, double click, right click, and click & drag moves.
- ☐ I can navigate the Start menu to find the programs I want.
- ☐ I recognize common Desktop icons like My Computer and browsers like Netscape and Internet Explorer.
- ☐ I can delete files by dragging their icons to the trash bin on the Desktop.
- ☐ I can use My Computer to open and read files on diskette and to move files between the A: and C: drives.
- ☐ I can resize dialog boxes so I can see the Desktop underneath.
- ☐ I can find out how big my files are by right clicking and looking under properties.
- ☐ I can use Windows system tools like Backup, Disk Cleanup and Disk Defragmenter.
- ☐ I know how to use Norton or other virus protection software.
- ☐ I can install and uninstall new software.
- ☐ I can download software from the Internet.
- ☐ I back up all files on diskette or Zip disk.
- ☐ I have a system for naming files and folders so I can find old work easily.

Basic Operations/Operating System Skills Total: \_\_\_\_\_ of 17

## Part IV – Word

- ☐ I can open Word from the desktop icon or the Start menu.
- ☐ I can use scroll bars to move within my document.
- ☐ I can open an existing document with <Ctrl>-O, the Open file icon, or File-Open.
- ☐ I can create a new document with <Ctrl>-N, the New file icon, or File-New.
- ☐ I can change the magnification of what shows on my screen.
- ☐ I can type my paper, letter, or memo, using Tab to indent the start of a new paragraph.
- ☐ I can save a document to diskette with <Ctrl>-S, the Save icon, or File-Save.
- ☐ I can close my file and/or Word by clicking on the appropriate X in the upper right corner of my screen.
- ☐ I can switch between multiple documents.
- ☐ I can use Print Preview.
- ☐ I can change paper size, margins, and landscape v. portrait orientation with File-Page Setup.
- ☐ I can print a document with <Ctrl>-P, the Print icon, or File-Print.
- ☐ I can insert and delete text.
- ☐ I can move text to a new location with <Ctrl>-X and <Ctrl>-V or the Cut and Paste icons.
- ☐ I can click and drag my mouse to highlight text so I can move or change it.
- ☐ I know how to Undo changes.
- ☐ I use the Spelling and Grammar Checker. I understand that the spell checker will not catch certain errors like incorrect homonyms, and that it will mark certain proper nouns and other words as incorrect because its dictionary doesn't include those words. I know that the grammar checker is not infallible.
- ☐ I can make text bold with <Ctrl>-B or the Bold icon.
- ☐ I can make text italic with <Ctrl>-I or the Italics icon.
- ☐ I can underline text with <Ctrl>-U or the Underline icon.
- ☐ I can change font style, size, and color from the Formatting Toolbar or Format-Font.
- ☐ I can align my text to be left-, center-, right-, or left and right justified with the icons on the Formatting Toolbar.
- ☐ I can insert symbols as needed with Insert-Symbol.
- ☐ I can use the Drawing Toolbar to create simple graphics.
- ☐ I can make a table.
- ☐ I can insert graphics.
- ☐ I can make a multi-column layout.
- ☐ I can make bulleted or numbered lists.
- ☐ I can insert footnotes.
- ☐ I can use Mail Merge to create form letters, mailing labels, and catalogs of data.

Word Skills Total: \_\_\_\_\_ of 30

## **Part V – Excel**

- ☐ I know that many commands in Excel are the same as they are in Word.
- ☐ I know what columns, rows, and cells are. I know how to specify a cell address by column and row.
- ☐ I know what a cell range is.
- ☐ I can enter data into an already existing spreadsheet.
- ☐ I can create a simple spreadsheet.
- ☐ I can resize columns and rows.
- ☐ I can use formulas and functions incorporating cell address in order to calculate answers to math problems about my data (finding sums, averages, and the like).
- ☐ I can make graphs from my data using the Chart Wizard.
- ☐ I can export my graph to a Word document.

Excel Skills Total: \_\_\_\_\_ of 9

## **Part VI – Access**

- ☐ I know that many commands in Access are the same as they are in Word.
- ☐ I know the basic objects in a database (tables, queries, forms, reports, macros, and modules) and what each one does.
- ☐ I know that columns of data are called fields and rows of related data are called records.
- ☐ I use tables and queries regularly; forms and reports occasionally. I avoid using macros because they can transmit viruses.
- ☐ I can enter data into an already existing database.
- ☐ I can create a simple database table using the table wizard.
- ☐ I can create a simple table in design view.
- ☐ I can move between design view and datasheet view.
- ☐ I can make fields be text, number, memo, date, hyperlink, etc.
- ☐ I can change the maximum allowable length of a field.
- ☐ I know when and how to index a field.
- ☐ I can create an input mask for a field to simplify data entry of telephone numbers and the like.
- ☐ I can assign a default value to a field.
- ☐ I can resize field lengths in datasheet view.
- ☐ I can hide and unhide fields.
- ☐ I can use the navigation buttons at the bottom of the datasheet view screen to move quickly to the record I want.
- ☐ I can use <Ctrl>-F to quickly find a specific piece of data.
- ☐ I can create and run a simple query to see only certain fields of the data in my table.
- ☐ I can print a query sorted by the field or fields I want.
- ☐ I can use the Criteria part of the design view to create a query that will list only the subset of records I want to see.
- ☐ I can make a simple form using the Form Wizard.

- ☐ I can make mailing labels using the Label Wizard in the Report section of the database.
- ☐ I can make a simple report using the Report Wizard.
- ☐ I can export data to an Excel spreadsheet or Word document.

Access Skills Total: \_\_\_\_\_ of 24

## **Part VII – PowerPoint**

- ☐ I can make a simple presentation with title page and slides.
- ☐ I can make navigation buttons to move from slide to slide.
- ☐ I can automate the movement from slide to slide.
- ☐ I can add graphics to a presentation.
- ☐ I can add animation to a presentation.

PowerPoint Skills Total: \_\_\_\_\_ of 5

## **Part VIII – E-mail**

- ☐ I have and regularly use an email account to send and receive messages.
- ☐ I regularly clean my mailbox to conserve memory.
- ☐ I know and use email etiquette.
- ☐ I know about viruses and anti-virus software.
- ☐ I know what cc: and bcc: mean and I know how to send copies of my message to third parties.
- ☐ I know how to set up an address book and use it to send a message to multiple recipients, but I don't do this with Internet-based email programs because of the possibility of a virus using my address book to spread itself to the people on my list.
- ☐ I know how to attach Office documents to an email message. I further know that I should get the prior consent of the person I'm sending it to, because most people delete attachments without reading them to minimize the chance of catching a computer virus.
- ☐ I know that I should only check my mail on computers that have anti-virus software installed.
- ☐ I have a print list of email addresses of family, friends and business associates that I carry with me, and I keep that file on my traveling diskette.

E-mail Skills Total: \_\_\_\_\_ of 9

## **Part IX – Internet**

- ☐ I know the difference between browsers, search engines, meta-search engines, and directories.
- ☐ I know the meanings of common extensions that appear at the end of website addresses (e.g., .com, .org, .edu, .gov, etc)

- ☐ I know how to visit a website by typing the URL into the address box of my browser.
- ☐ I know how to navigate from page to page within a site by scrolling and by using the Back button and internal navigation buttons.
- ☐ I can download web pages to a Word document on my computer.
- ☐ I have downloaded the list of all my elected officials and how to contact them from [www.vote-smart.org](http://www.vote-smart.org) or a similar website.
- ☐ I know that I should copy the URL and date whenever I download information from the Web so I can footnote quotes and paraphrases properly if I use the information in a term paper.
- ☐ I know which search engines academic researchers use most often, and I can do a simple search with them.
- ☐ I have a sense of what Boolean v. non-Boolean means in databases and search engines.
- ☐ I understand the hierarchical organization of directories.
- ☐ I know that there is much inaccurate information to be had on the Web, and I have a sense of which sites I can trust.
- ☐ I know how to bookmark a site, but I don't do that on shared computers. Instead, I have a Word document listing all my favorite Websites with descriptions of why each is good. I keep a print copy of this list and I keep the Word file on my traveling diskette.
- ☐ I know how to download free software like Adobe Reader from the Internet.

Internet Skills Total: \_\_\_\_\_ of 13

## **Part X – Creating a Portfolio**

- ☐ I have my current resume printed on special paper and in a Word document on my portfolio diskette. [I keep printed archive copies of all my former resumes so I can refer to them years later if a question arises.]
- ☐ I have personal “business” cards, and I keep the master file that created the cards on my portfolio diskette.
- ☐ I have a copy of my best business letter in print and in a Word document on my portfolio diskette.
- ☐ I have a copy of my best research paper (with footnotes and bibliography) in print and in a Word document on my portfolio diskette.
- ☐ I have a printed copy of my current budget that I use to pencil in changes. I update my budget monthly in an Excel spreadsheet on my portfolio diskette.
- ☐ I have an Access database for contact information on family, friends, and business associates, along with sample mailing labels and mail merge letter. I have a printed copy that I use for updating, and I keep the database and sample mail merge on my portfolio diskette.
- ☐ I have a copy of my best PowerPoint presentation in print and on my portfolio diskette.

Portfolio Total: \_\_\_\_\_ of 7