

Computer Skills Assessment for Potential Distance Learner

Name: _____
 Date: _____
 Telephone: _____
 Email: _____

Do you have a computer at home or have access to a computer? _____
Do you have the Internet at home or do you have access to the Internet? _____
Do you have a television and VCR or access to one? _____

Please answer the following questions to help us further determine if this is the best class for you.

COMPUTER SKILLS	YES I CAN DO THIS	NO I CANNOT DO THIS	I CAN DO THIS BUT IT IS VERY HARD
Turn on/off computer, monitor, and printer.			
Use a mouse.			
Use a keyboard.			
I know the meaning of the hourglass.			
Open a program from a desktop icon.			
Open a program using the START menu.			
Exit a program.			
Minimize/maximize program windows.			
Understand the difference between a program and a document.			

WORD PROCESSING SKILLS	YES I CAN DO THIS	NO I CANNOT DO THIS	I CAN DO THIS BUT IT IS VERY HARD
Create and save a document.			
Open and close a document.			
Use drop down menus.			
Can move insertion point using the keyboard and the mouse.			
Correct errors with backspace and delete keys.			
Print document.			
Use Save As			

INTERNET SKILLS	YES I CAN DO THIS	NO I CANNOT DO THIS	I CAN DO THIS BUT IT IS VERY HARD
Use Bookmarks or Favorite places.			
Type a web site address in Open Box.			
Use Back and Forward buttons.			
Locate and click on Links on a web page.			
Print a web page.			
Can log in to check email messages.			
Write and send an email message.			
Receive and read new email messages.			
Reply to an email.			
Exit email program.			
Can save and delete email messages.			

If you answered 20 of the questions Yes, you are ready to participate with the Distance Education Program.