

Computer Skills Self-Assessment

Computer Knowledge

- | | | |
|---|------------------------------|--------------------------------------|
| I can identify the basic parts of a computer system | <input type="checkbox"/> Yes | <input type="checkbox"/> No/Not Sure |
| I can properly start and shut down a computer system | <input type="checkbox"/> Yes | <input type="checkbox"/> No/Not Sure |
| I can start and close a computer program | <input type="checkbox"/> Yes | <input type="checkbox"/> No/Not Sure |
| I can describe some common uses of computers in society | <input type="checkbox"/> Yes | <input type="checkbox"/> No/Not Sure |
| I can use a mouse/pointing device | <input type="checkbox"/> Yes | <input type="checkbox"/> No/Not Sure |

Word Processing

- | | | |
|--|------------------------------|---------------------------------------|
| I can create a new word processing document | <input type="checkbox"/> Yes | <input type="checkbox"/> No/Not Sure |
| I can edit a document | <input type="checkbox"/> Yes | <input type="checkbox"/> No//Not Sure |
| I can save a document to the storage drive | <input type="checkbox"/> Yes | <input type="checkbox"/> No/Not Sure |
| I can print a document | <input type="checkbox"/> Yes | <input type="checkbox"/> No/Not Sure |
| I can retrieve a document | <input type="checkbox"/> Yes | <input type="checkbox"/> No/Not Sure |
| I can use tools such as spell check or thesaurus | <input type="checkbox"/> Yes | <input type="checkbox"/> No/Not Sure |

Electronic Communication

- | | | |
|---|------------------------------|--------------------------------------|
| I search online | <input type="checkbox"/> Yes | <input type="checkbox"/> No/Not Sure |
| I can complete an online form | <input type="checkbox"/> Yes | <input type="checkbox"/> No/Not Sure |
| I can add to favourites/bookmark bar | <input type="checkbox"/> Yes | <input type="checkbox"/> No/Not Sure |
| I can send and receive email, including attachments | <input type="checkbox"/> Yes | <input type="checkbox"/> No/Not Sure |

If you answered No/Not Sure to one or more of the questions in the Computer Skills Self-Assessment, you can use the following strategies to help you to complete computer-related assignments throughout the program.

Basic Computer Skills

- Ask a friend or family member to demonstrate the basic skills of using a computer, including identifying its main parts, turning it on/off, starting and shutting down a computer program and using a printer.

Word Processing

- Access the following online tutorials to learn how to create a document on the computer:
 - Microsoft Word (2010): Create your first Word document 1 Beginner Course. <http://office.microsoft.com/en-ca/word-help/overview-RZ101790574.aspx?section=1>
 - Microsoft Word (2010): Create your first Word document II. <http://office.microsoft.com/en-ca/word-help/create-your-first-word-document-ii-RZ101806168.ASPX>
 - Microsoft Office Tutorial (2013): Start using Word: <http://office.microsoft.com/en-ca/word-help/video-start-using-word-VA103982185..aspx?CTT=5&origin=HA104030981>

Internet Search

- For assignments using the internet, work with another student who understands how to complete an internet search.
- Access the following online tutorial: Google, Internet 101: <https://www.google.com/goodtoknow/web/101/sharing.html>

Email

- If you do not have an email account, you can set one up by accessing one of the following:
- Google: <https://www.gmail.com/intl/en/mail/help/about.html>
- Microsoft: <http://www.microsoft.com/en-ca/account/default.aspx>
- Yahoo: <http://ca.mail.yahoo.com/>

*Basic tasks and functions of your email, including attaching files, will depend on your account.

References:

Adult Basic Education in British Columbia's Public Post-Secondary Institutions: An Articulation Handbook (2014 Ministry of Advanced Education, Province of British Columbia.

Literacy and Essential Skills, Skills Definitions and Complexity. Human Resources and Skills Development Canada. Retrieved from

<http://www.esdc.gc.ca/eng/jobs/les/definitions/index.shtml>