

Computer Skills Self-Assessment

Student Name: _____ Date: _____

Computer Knowledge

- | | | |
|--|------------------------------|--------------------------------------|
| I can identify the basic parts of a computer system | Yes <input type="checkbox"/> | No/Not Sure <input type="checkbox"/> |
| I can properly start and shut down a computer system | Yes <input type="checkbox"/> | No/Not Sure <input type="checkbox"/> |
| I can start and close a computer program | Yes <input type="checkbox"/> | No/Not Sure <input type="checkbox"/> |
| I can describe some common uses of computers in society | Yes <input type="checkbox"/> | No/Not Sure <input type="checkbox"/> |
| I can use a mouse/pointing device | Yes <input type="checkbox"/> | No/Not Sure <input type="checkbox"/> |
| I can operate a printer (turn power on, put online/off line, load paper) | Yes <input type="checkbox"/> | No/Not Sure <input type="checkbox"/> |

Word Processing

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

Electronic Communication

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

Note: This tool has been adapted from the Generic topic outlines, computer studies: fundamental level, adult basic education: A guide to upgrading in British Columbia's public post-secondary institutions (2014), produced by the Post-Secondary Programs Branch, Ministry of Advanced Education, Province of British Columbia.