



## TECHNOLOGY Skills Assessment

Question	Yes	No	Some
Turn on/off a computer, its monitor, and its printer.			
Startup programs or switch between programs			
Move a mouse to specific points on the screen and use it to activate commands, to reveal menus, to move (drag) screen elements.			
Use a mouse or commands to open, close, or resize windows on the computer			
Familiar with the layout of a standard keyboard and can use keys-even if I can only hunt and peck--to enter characters (text), to erase (delete) text, to move the cursor around the screen.			
Know how to insert and remove a flash drive			
Know how to save data to a flash drive or DVD			
Use a browser such as Internet Explorer to access the World Wide Web.			
Can enter an Internet address (that's a URL such as <a href="http://www.tbyrdcenter.com">http://www.tbyrdcenter.com</a> ) to view a specific site.			
Can use a search engine such as google or yahoo.com to locate sites for specific information.			
Can print information gathered from Internet resources.			
I have an e-Mail Address			
I have a website such as: face book, LinkedIn, etc.			
I am familiar with Microsoft Office			
I have used Microsoft Word			
I have used Microsoft Excel			
I have used Microsoft Access			
I have used Microsoft Power point			
I have used Microsoft Publisher			
I understand what Microsoft Windows is			
I own a computer			
I own a printer			
Can download data and files from the Internet			
Own and operate a tablet			

Total Yes: \_\_\_\_\_ Total No: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact the T.Byrd CENTER for your results via: 609-484-9356 or visit our Website at: <http://www.tbyrdcenter.com/serv01.htm> and complete online request.