Computer Knowledge Evaluation

|  |  |
| --- | --- |
| Name: | Date: |
| Facilitator Name: | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you know how to switch on the computer?** | | | |
| Yes |  | No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you know how to open MS word?** | | | |
| Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Write your name | Yes |  | No |  |
| Insert a picture | Yes |  | No |  |
| Bold your name | Yes |  | No |  |
| Insert page colour | Yes |  | No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you know how to open MS Excel?** | | | |
| **Yes** |  | **No** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identify formula bar** | Yes |  | No |  |
| Insert a Colum and row | Yes |  | No |  |
| Apply table colour | Yes |  | No |  |
| Change the sheet name | Yes |  | No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you know how to open MS PowerPoint?** | | | |
| **Yes** |  | **No** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Insert slide | Yes |  | No |  |
| Insert slide animation | Yes |  | No |  |
| Insert slide design | Yes |  | No |  |
| Slide show | Yes |  | No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you know how to open MS PowerPoint?** | | | |
| **Yes** |  | **No** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Open Google chrome | Yes |  | No |  |
| Open new tab | Yes |  | No |  |
| Search a nature image | Yes |  | No |  |
| Open Google map | Yes |  | No |  |

|  |  |
| --- | --- |
| **What is your current typing speed?** |  |