**Assessment Tool**

**Technical Writing Skills in English**

Name:

The purpose of this assessment tool is to give you an opportunity to show that you have strong English writing skills and that you're capable of responding using technical terms that a typical end-user will be able to understand.  The technical scenarios are rather simple - we are not attempting to test your technical aptitude.   We're only assess your writing skills.  Please respond to each question below with instructions that you would provide to a typical end-user:

Please describe to me the steps that I need to take in order to get a sum for each of three columns in Excel.  Each column has 8 rows.

Please provide instructions for determining if windows updates need to be installed onto my computer and the steps I should take to get them installed.

Please describe the steps I should take the change my computer's password for the operating system. This is a computer that is in a workgroup (not a domain).