SURVEY FORM

Instruction: Choose the appropriate rating on your level of confidence in performing the following ICT (Information and Communication Technology) tasks.

1- Not Confident   **2**-Slightly Confident   **3**-Confident   **4**-Very Confident

QUESTIONS	1	2	3	4
A. BASIC COMPUTER OPERATIONS AND CONCEPTS				
1. I know the basic function of computer hardware components such as: the CPU, monitor, keyboard and file storage.	○	○	○	○
2. I can find and start a program.	○	○	○	○
3. I can navigate between programs.	○	○	○	○
4. I can save files to the hard drive or removable storage, such as a CD or flash drive.	○	○	○	○
5. I can exit or quit an application.	○	○	○	○
6. I can print a document.	○	○	○	○
7. I can log off a computer.	○	○	○	○
8. I can shut down a computer properly.	○	○	○	○

QUESTIONS	1	2	3	4
B. WORD PROCESSING SKILLS				
1. I can create a new document.	○	○	○	○
2. I can save a document.	○	○	○	○
3. I can cut, copy and paste a text.	○	○	○	○
4. I can set font style, size and color.	○	○	○	○
5. I can utilize spell-check.	○	○	○	○
6. I can format text alignment.	○	○	○	○
7. I can change the line spacing in a document.	○	○	○	○
8. I set margins.	○	○	○	○
9. I can change the page orientatiobn from portrait to landscape.	○	○	○	○
10. I can include page numbers.	○	○	○	○
11. I can use headers and footers.	○	○	○	○
12. I can create a numbered or bulleted list.	○	○	○	○
13. I can create a table.	○	○	○	○
14. I can insert graphics, images, clip art and word art.	○	○	○	○

C. SPREADSHEET SKILLS				
1. I know how to use Spreadsheet application.	◎	◎	◎	◎
2. I can use the Formula Bar to perform mathematical calculations.	◎	◎	◎	◎
3. I can edit and format the worksheet.	◎	◎	◎	◎
4. I can re-size the column or row.	◎	◎	◎	◎
5. I can wrap or rotate text in a cell.	◎	◎	◎	◎
6. I can use the built-in Function capability to create equations.	◎	◎	◎	◎
7. I can create charts.	◎	◎	◎	◎
8. I can sort and filter information.	◎	◎	◎	◎

D. CREATING IMAGES				
1. I can insert images into documents.	◎	◎	◎	◎
2. I can scan images using a scanner.	◎	◎	◎	◎
3. I can do basic graphic editing(i.e crop,adjust, brightness/contrast) .	◎	◎	◎	◎
4. I can use of special graphics software(i.e Adobe Photoshop, Gimp).	◎	◎	◎	◎

E. CREATING SLIDE PRESENTATION				
1. I can create a simple slideshow using a presentation application(i.e. PowerPoint, Open Office Impress).	◎	◎	◎	◎
2. I can use animation and transition tools in a presentation application.	◎	◎	◎	◎
3. I can insert multimedia elements such as sound and video clips in a slideshow.	◎	◎	◎	◎
4. I can insert hyperlinks.	◎	◎	◎	◎
5. I can print handouts and notes of a slide presentation.	◎	◎	◎	◎

F. INTERNET				
1. I can locate a website given the address.	◎	◎	◎	◎
2. I can use a browser's capabilities to go back, forward, reload/refresh, print and help.	◎	◎	◎	◎
3. I can use a web browser to follow links to another website.	◎	◎	◎	◎
4. I can save a website address in the bookmarks or favorites.	◎	◎	◎	◎
5. I can find information using a search engine such as Google or Yahoo.	◎	◎	◎	◎
6. I can download and save files, such as graphics, documents, or PDF, from the Internet.	◎	◎	◎	◎
7. I can download and install software from the Internet.	◎	◎	◎	◎
8. I can you chat using Internet messengers like Yahoo Messenger.	◎	◎	◎	◎

G. E-mail				
1. I know how to activate your student e-mail account.	◎	◎	◎	◎
2. I can read email messages.	◎	◎	◎	◎
3. I can compose and send email messages.	◎	◎	◎	◎
4. I can reply to an e-mail message.	◎	◎	◎	◎
5. I can manage your email by moving messages between folders, forwarding messages and deleting messages.	◎	◎	◎	◎
6. I can send attachments through email.	◎	◎	◎	◎

OTHERS:
1. What topic do you want to learn?
2. What additional training-development do you require?
3. What other specific comments do you have?

Processed By:

_____
CARLOS N. FORTEZA
Deputy Team Leader, Training and Events

Noted By:

_____
DR. JAIME D.L. CARO
Asst. Vice President for Development
Director, UP ITDC