Name: ..................................................................................................................................................

**Basic Computer and Windows Self Assessment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ICT Skill** | **Yet to learn this** | **Starting to learn** | **Need to practice** | **Know this well** |  |
|  | **0** | **1** | **2** | **3** |  |
| **Identify parts of the computer** (Systems Unit, keyboard etc) | I cannot do this | I am familiar with parts of the computer but may need help to identify them | I am familiar with all parts but I may need assistance | I can identify and name all parts of a computer |  |
| **Start/Shut down the computer** | I cannot do this | I have done this before but may need assistance to do so | I can start-up and shut down, but have trouble restarting | I have no difficulty in starting-up, restarting and shutting down. |  |
| **Basic Mouse Skills**(click, double click, right click, click and drag) | I cannot do this | I have used the mouse but only to click | I have used the right button & click-dragged but may need further help. | I can confidently perform all mouse actions |  |
| **Terminology** (Menu, icons, hard-drive, Help) | I dont know what this is | I can identify most items but do not what they are called | I can term most Windows items | I can confidently term all Windows all Windows items |  |
| **Use the taskbar and start button** | I cannot do this | I have used these but I can may need assistance | I know some of the functions well, but not all. | I know and use all available functions effectively |  |
| **Use My Computer icon** | I cannot do this | I have used this but I may need assistance | I know some of the functions well, but not all. | I know and use all functions effectively |  |
| **Scroll bars** | I cannot do this | I have used these but I can may need assistance | I know some of the functions well, but not all. | I feel confident in using scroll bars to navigate |  |
| **Minimise and restore windows** | I cannot do this | I have done this before but I may need assistance | I can have several windows open but have trouble minimising and restoring them | I feel confident in using several windows simultaneously |  |

**File Management Self Assessment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 1 | 2 | 3 |  |
| **Use Windows Explorer** | I cannot do this | I have used Windows Explorer before but may need assistance to do so now. | I can use Windows Explorer but find it difficult to manage my files | I can use Windows explorer to manage all my files effectively |  |
| **Open a file** | I cannot do this | I have opened files before but may need assistance to do so now. | I can open files in the word processor, but not in a web browser | I can open files in any application and associate applications with file types |  |
| **Close a file** | I cannot do this | I have closed files before but may need assistance to do so now. | I can close files in a Word Processor, but not in web browser | I can close files in any applications |  |
| **Save a file** | I cannot do this | I have saved files before but may need assistance to do so now. | I can only save files in the word processor or in the web browser, but not in both. | I can save files in both the word processor and in the web browser |  |
| **Save As a file** | I cannot do this | I have saved files in a different location or under a different name before but may need assistance to do so now. | I can only save files in a different location or under a different name in a word processor or in a web browser, but not both | I can save files in a different location or under a different name in both the word processor and in the web browser |  |
| **Name a file** | I cannot do this | I have named files before but may need assistance to do so now. | I can only name files in a word processor or in a web browser, but not both. | I can name files in both the word processor and in the web browser |  |
| **Rename a file** | I cannot do this | I have renamed files before but may need assistance to do so now. | I can only rename files in a word processor or in a web browser, but not both | I can rename files in both the word processor and in the web browser |  |
| **Print a document** | I cannot do this | I have printed files before but may need assistance to do so now. | I can only print files in a word processor or in a web browser, but not both | I can print files in both the word processor and in the web browser |  |
| **Create a folder** | I cannot do this | I have created and named a folder before but may need assistance to do so now. | I can only create and name a folder in explorer, but not in other locations, or vice versa | I can create and name a folder in Windows Explorer and within the dialogue boxes of the word processor and web browser |  |
| **Rename a folder** | I cannot do this | I have renamed a folder before but may need assistance to do so now. | I can only rename a folder in Windows explorer, but not in other locations, or vice versa | I can rename a folder in Windows Explorer and within the dialogue boxes of the word processor and web browser |  |

**Word Processing skills check**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 1 | 2 | 3 |  |
| Typing a basic document | I type very slowly and make many errors | I type very slowly but make only very few errors | I type fairly quickly and do not make too many errors | I type very quickly and accurately |  |
| Text attributes | I cannot do this | I only use text attributes only when I remember how to | I use most text attributes but not all | I can use all the text attributes; bold, underline etc |  |
| Spell check | I cannot do this | I struggle to use the spell checker, but try | I usually use the spell checker, but do not know all its operations | I am familiar with the spell checker and all its features |  |
| Copy/cut & paste | I cannot do this | I often have a difficulty doing a copy/cut & paste operation | I usually do copy/cut & paste accurately, but sometimes have difficulty | I am able to copy/cut & paste with ease |  |
| Text alignment | I cannot do this | I have difficulty understanding text alignment | I am able to Right and Center align text | I am able to align text to my satisfaction |  |
| Text spacing | I cannot do this | I have difficulty aligning the text, and change the paragraph spacing | I am able to align to align the text as I want it but have difficulty in changing the spacing | I am able to make text appear just as I want to see it |  |
| Tables | I cannot do this | I am able to insert a basic table | I am able to insert a basic table, and add and delete columns and rows | I am able to insert a tables and customise them to my satisfaction |  |

**Excel/Spreadsheet specific skills check**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Skill | 1 | 2 | 3 | 4 |  |
| **Using Formulae** | I cannot use spreadsheets formulae | I can use the basic arithmetic formulae | I can use most formulae and inbuilt functions | I can perform computations competently |  |
| **Workbooks and worksheets** | I dont know what this is | I can add, delete and modify worksheets | I can navigate between sheets and link them through formulae | I can work very comfortably with worksheets and books |  |
| **Work with basic data** | I cannot do this | I can enter and modify data | I can move, filter and sort data | I can import and format data |  |
| **Work with data** | I can validate cell entries | I can summarise data in lists and tables | I can perform What-if analyses on data | I can use forms to enter and edit table |  |
| **Retrieve information** | I cannot do this | I can use the basic Find tool to retrieve specific information | I can apply and use a filter in a table | I can replace all similar data in with same character using the Find Command |  |
| **Charts and Graphics** | I cannot do this | I can create and display charts from given data | I can edit chart data from an already prepared charts | I know the graphic file types Excel can use |  |
| **Sort queries** | I cannot do this | I can do a basic sort on data in a worksheet | I am able to specify sort type in ascending/descending order | I am able to sort data according to the criteria given |  |
| **Compile reports** | I cannot do this | I can create and save a report | I can change the arrangement of data, fields and headings with a report layout | I can transfer data, and charts from spreadsheet programs to other programs such as Word Processing software. |  |
| **Print data** | I cannot do this | I can format data in spreadsheets for printing | I can print pages, selected rows and complete table | I can print data as necessary and in the layout or form required |  |

**Electronic Databases**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 0 | 1 | 2 | 3 |  |
| **Use an electronic database** | I have never used one | I can open and log on to an existing database | I know how to use available help functions | I am competent at using electronic databases |  |
| **Adjust settings** | I cannot do this | I can change between view modes in a table, form report | I can display and hide built in toolbars | I can use all settings competently |  |
| **Work with tables** | I cannot do this | I can add, delete and modify records in a table | I can navigate within a table to Next, Previous, First, Last and specific records | I can work well with tables in a database |  |
| **Define key** | I cannot do this | I can define primary keys | I can index a field with or without duplicates | I can work with fields |  |
| **Work with forms** | I cannot do this | I have difficulties in using forms (open and use forms to enter records) | I can use form displays to navigate between records | I am able to use forms to find records |  |
| **Retrieve information** | I cannot do this | I can use a basic search command for a specific search criteria | I can apply and use a filter in a table | I can retrieve information in a variety of ways - forms, queries etc |  |
| **Use queries** | I cannot do this | I can create and use a single, two table query using specific search criteria | I can add/run a query using operators | I can use the query function correctly |  |
| **Sort queries** | I cannot do this | I can do a basic sort data in a table, form or query | I am able to sort data in ascending order | I am able to sort data according to the criteria given |  |
| **Compile reports** | I cannot do this | I can create and save a report | I can change the arrangement of data, fields and headings with a report layout | I can create reports and present specific fields in a grouped report |  |
| **Print data** | I cannot do this | I can print one or more of the following: form, table,, report, query | I can print pages, selected records and complete table | I can print data as necessary and in the layout or form required |  |

**Other General Skills**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Skill | 1 | 2 | 3 | 4 |  |
| **Printing** | I cannot print from a computer | I can use do a simple print out | I can use select and print some pages in a document and leave out some | I can change the print layout in a document in terms of orientation, paper size and number of copies |  |
| **Photocopying** | I dont know how to do this | I can make single photocopies | I can make multiple photocopies of the same document at the same time | I can make front and back photocopies |  |

**Can you perform the following tasks?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |
| 1. Laminating a sheet of paper |  |  |  |
|  |  |  |  |
| 2. Scanning |  |  |  |
|  |  |  |  |
| 3. Comb binding |  |  |  |

**Personal Objectives**

Are there particular or specific skills you want to be addressed? Please state them here if any

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Thank you