**Davidson County Senior Services**

 Pre-Test

 Post-Test

**Computer Skills Testing**

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

Class Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am confident in my basic computer skills.

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you apply basic key functions: space bar, return/enter, shift, arrows, delete, backspace, tab?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you point, click, double-click and select text with a mouse?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you scroll with the mouse or keyboard?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you turn on a computer?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you exit an application?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you shut down the computer properly?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Do you understand the impact of computers in today’s society?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you navigate toolbars, windows, menus, submenus, tabs and dialog boxes?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you insert and eject removable storage media such as a CD, USB or flash drive?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you identify components of Windows environment with correct terminology?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you resize windows with minimize, restore and maximize?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you run more than one program simultaneously and navigate between multiple open windows?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you print multiple copies of a document?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you create and open a file?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you save a file with a meaningful name to a specific location?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you use folders to manage your files?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you launch a browser to access the internet?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you locate a website with a URL?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you use a browser’s navigation tools to go back, forward, refresh and to a homepage?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you find information using search engines?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you download and save files such as documents, graphics or PDFs from the Internet?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you read email messages?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you compose and send email messages?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you delete and print email messages?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you reply to and forward email messages?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you send an attachment with an email?

[ ]  Yes

[ ]  No

[ ]  Not Sure

Can you detach files from an email account and save to a specific location?

[ ]  Yes

[ ]  No

[ ]  Not Sure