**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