

Computer Basics for Faculty Training

Self-Assessment Questions

Disclaimer: These questions have been borrowed and adapted from ISTE, International Society for Technology in Education, www.iste.org

Start Here:

Answer Yes, or No to the below questions and ask yourself if you were asked to show a colleague how to perform that task, would you be able to show your colleague? After you have answered yes/no for a section, you will see a score at the bottom of that section. If you score a **70%** or higher, you may be comfortable enough with the topics covered in that particular training and may move on to the next set of questions. If you score a **70% or higher** for all three sections, **WELL DONE!** You have enough computer skills to continue training by enrolling in “Introduction to Blackboard” training in [LearnerWeb](#). If you score **below 70%** for a particular section, please enroll in the corresponding **Computer Basics for Faculty Part 1, 2, or 3** in [LearnerWeb](#).

Computer Basics for Faculty Part 1

I can comfortably show a colleague how...

Yes	No	Topic	Task
		Mouse & Keyboard	I can drag and drop items and objects
		Mouse & Keyboard	I can single-click, double-click, left-click, (right-click if PC user), and I know when it is appropriate to use each type of click
		Mouse & Keyboard	I can use the mouse to copy and move files
		Mouse & Keyboard	I understand the basic functions of the keyboard (Caps Lock, Delete, ESC)
		File Management	I can open files and folders
		File Management	I can copy, delete, name, rename, or move files and folders
		File Management	I can locate files I have saved or downloaded to my computer
		File Management	I can select multiple files using the Shift or Ctrl key when appropriate
		File Management	I can use and save information to a Jump Drive and CPCC www folder
		Computer Network	I can log in to the network
		Computer Network	I can change my network password when prompted
		Computer Network	I can save files to a network drive
		Windows Operating System/Basic Operations	I can adjust the Taskbar size and appearance
		Windows Operating System/Basic Operations	I can adjust clock settings
		Windows Operating System/Basic Operations	I can Minimize, Maximize, Restore and Close windows
		Windows Operating System/Basic Operations	I can empty items in the Recycle Bin
		Windows Operating System/Basic Operations	I can restore a file I have accidentally deleted or placed in the Recycle bin
		Windows Operating System/Basic Operations	I can set a printer as the default printer

Yes	No	Topic	Task
		Windows Operating System/Basic Operations	I can create shortcuts
		Windows Operating System/Basic Operations	I can change the screen resolution
		Windows Operating System/Basic Operations	I can open the My Computer icon to view the contents of other folders and hard drives
		Windows Operating System/Basic Operations	I can run and know when to run an anti-virus software program
		Windows Operating System/Basic Operations	I can add or remove programs from my computer
		Internet	I can use correct terminology regarding the Internet (e.g., WWW, URL, HTML)
		Internet	I can enter a URL in the Address Bar
		Internet	I can conduct a simple Internet search using a search engine (e.g., Bing, Yahoo, Google, etc.)
		Internet	I can bookmark websites
		Internet	I can edit bookmarks
		Internet	I understand what a browser is
		Internet	I can use function buttons such as back and refresh
		Internet	I can navigate to the homepage from the toolbar
		Internet	I understand the differences between types of URLs, such as gov and org
		Internet	I can access the Internet from the desktop

Results for Part 1:

If you scored below 70%, please consider registering for **Computer Basics for Faculty - Part 1**. If you scored a 70% or higher, and feel comfortable with the above tasks, then please move on to the next section below.

Computer Basics for Faculty Part 2

I can comfortably show a colleague how...

Yes	No	Topic	Task
		Word Processing	I can create documents using a word-processing application
		Word Processing	I can use various print options: print preview, selecting number of copies, pages and more
		Word Processing	I can save a document
		Word Processing	I can use various MS Word ribbon functions: tabs and groups
		Word Processing	I can change page margins and paper orientation (portrait/landscape)
		Word Processing	I can select text
		Word Processing	I can view and change toolbars
		Word Processing	I can use various paragraph functions: numbering, bullets, spacing, indents
		Word Processing	I can create and manipulate tables
		Word Processing	I can insert and resize graphics, objects, and clip art
		Word Processing	I can use various font functions: style, bold, italicize, and underline
		Word Processing	I can left, center, right align and justify text

Yes	No	Topic	Task
		Word Processing	I can cut, copy, paste, selected text or objects
		Word Processing	I can use Review tools: check spelling, and grammar tool
		Word Processing	I can insert hyperlinks
		Word Processing	I can create headers, footers and page numbers

Results for Part 2:

If you scored below 70%, please consider registering for **Computer Basics for Faculty - Part 2**. If you scored a 70% or higher, and feel comfortable with the above tasks, then please move on to the next section below.

Computer Basics for Faculty Part 3

I can comfortably show a colleague how...

Yes	No	Topic	Task
		Communications (E-mail)	I can effectively use e-mail to communicate with others
		Communications (E-mail)	I can operate both MS Outlook and CPCC Web Mail
		Communications (E-mail)	I can create and update my email signature
		Communications (E-mail)	I can send attachments with my e-mail
		Communications (E-mail)	I can forward messages and reply to others
		Communications (E-mail)	I can delete messages
		Communications (E-mail)	I can print a hard copy of a message
		Communications (E-mail)	I can use the To: function to insert names using various CPCC address books
		Communications (E-mail)	I can use the CC: or BCC: functions
		Communications (E-mail)	I can utilize Out-of-Office settings
		Communications (E-mail)	I can create and organize Outlook folders
		Communications (E-mail)	I can create Rules to sort and organize emails
		Communications (E-mail)	I can drag, drop, search and sort emails
		Communications (E-mail)	I can effectively schedule/ modify calendar appointments and meetings
		Communications (E-mail)	I can create recurring appointments
		Communications (E-mail)	I can use Lync for instant messaging and calling employees

Results for Part 3:

If you scored below 70%, please consider registering for **Computer Basics for Faculty - Part 3**. If you scored a 70% or higher, and feel comfortable with **ALL** of the above tasks in Part 1, 2, & 3, then please consider registering for "Introduction to Blackboard" in [LearnerWeb](#).