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

**Introduction to Computers Student Survey**

Please rate your understanding and use of the following computer-related topics using the number values below:

*0 = no knowledge, 1 = never used, 2 = used sometimes, 3 = used often, 4 = used all the time*

|  |  |  |
| --- | --- | --- |
| Topic | Start of course | End of course |
| 1. Can you identify the basic parts of a Personal Computer?
 |  |  |
| 1. Can you identify the options available in the Start Menu?
 |  |  |
| 1. Can you explain when it is appropriate to use the left and right mouse buttons?
 |  |  |
| 1. Can you use the mouse buttons to single click, double click, and drag?
 |  |  |
| 1. Can you shut down the computer properly?
 |  |  |
| 1. Can you explain the proper way to connect and setup your computer equipment?
 |  |  |
| 1. Can you identify two ways to launch and application?
 |  |  |
| 1. Can you locate and start an application?
 |  |  |
| 1. Can you locate and use the keyboard number pad?
 |  |  |
| 1. Can you navigate through the system using either the keyboard or mouse?
 |  |  |
| 1. Can you use MS Word to create and edit a letter?
 |  |  |
| 1. Can you setup and use your personal e-mail account?
 |  |  |
| 1. Can you create a document and save it in a personalized file folder?
 |  |  |
| 1. Can you open the Internet and locate a specific website using the URL?
 |  |  |

Do you have a PC available to practice? \_\_\_\_\_\_ (Yes or No)

Do you need a PC provided by the PRC? \_\_\_\_\_\_ (Yes or No)

What’s your e-mail address? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_