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

Please rate your understanding and use of the following technical topics by checking one of the three boxes below:

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | No | Some | Yes |
| 1. Can you identify the major components of a Personal Computer?
 |  |  |  |
| 1. Can you setup a Personal Computer by connecting all of the components?
 |  |  |  |
| 1. Can you identify the contents of the Windows desktop environment including the Task Bar?
 |  |  |  |
| 1. Can you tell if an Icon references a file, folder, application, or service?
 |  |  |  |
| 1. Can you minimize, maximize, resize, and move a Window?
 |  |  |  |
| 1. Can you name three file storage devices used by a Personal Computer?
 |  |  |  |
| 1. Can you tell the difference between a library, a file, a files type, and a folder?
 |  |  |  |
| 1. Can you move/copy files and folders?
 |  |  |  |
| 1. Can you open a Microsoft application, create a file, and save it in a folder?
 |  |  |  |
| 1. Can you create a new file, folder, or library?
 |  |  |  |
| 1. Can you recover a file once it has been deleted?
 |  |  |  |
| 1. Can determine your computer’s security status and protect against Internet risks?
 |  |  |  |
| 1. Can you access the calculator, power options, and Snipping Tool?
 |  |  |  |

Do you have access to a Personal Computer? \_\_\_\_\_\_\_\_\_\_ (Yes or No)

Do you need a Personal Computer from the PRC? \_\_\_\_\_\_\_\_\_\_\_(Yes or No)

Do you have an e-mail address? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_