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 type more than 20 words in a minute? |  |  |  |
| 1. Can you locate a document with the Computer’s file system? |  |  |  |
| 1. Can you save a file into the Computer’s file system? |  |  |  |
| 1. Can you open and enter text into a Word document? |  |  |  |
| 1. Can you locate and alter text within a Word document? |  |  |  |
| 1. Can you insert and delete existing text within a Word document? |  |  |  |
| 1. Can you use the clipboard to delete, copy, and paste text in a Word document? |  |  |  |
| 1. Can you change the text’s alignment in a Word document? |  |  |  |
| 1. Can you highlight, number, or bullet text in a Word document? |  |  |  |
| 1. Can you spell check the text in a Word document? |  |  |  |
| 1. Can you create document Headers and Footers in a Word document? |  |  |  |
| 1. Can you insert graphics and text boxes into a Word document? |  |  |  |
| 1. Can you create Tables and cell shading in a Word document? |  |  |  |

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_