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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_