**Computer Skills Self-Assessment**

**Computer Knowledge**

I can identify the basic parts of a computer system  Yes  No/Not Sure

I can properly start and shut down a computer system  Yes  No/Not Sure

I can start and close a computer program  Yes  No/Not Sure

I can describe some common uses of computers in society  Yes  No/Not Sure

I can use a mouse/pointing device  Yes  No/Not Sure

**Word Processing**

I can create a new word processing document  Yes  No/Not Sure

I can edit a document  Yes  No//Not Sure

I can save a document to the storage drive  Yes  No/Not Sure

I can print a document  Yes  No/Not Sure

I can retrieve a document  Yes  No/Not Sure

I can use tools such as spell check or thesaurus  Yes  No/Not Sure

**Electronic Communication**

I search online  Yes  No/Not Sure

I can complete an online form  Yes  No/Not Sure

I can add to favourites/bookmark bar  Yes  No/Not Sure

I can send and receive email, including attachments  Yes  No/Not Sure

If you answered No/Not Sure to one or more of the questions in the Computer Skills Self-Assessment, you can use the following strategies to help you to complete computer-related assignments throughout the program.

**Basic Computer Skills**

* Ask a friend or family member to demonstrate the basic skills of using a computer, including identifying its main parts, turning it on/off, starting and shutting down a computer program and using a printer.

**Word Processing**

* Access the following online tutorials to learn how to create a document on the computer:
* Microsoft Word (2010): Create your first Word document 1 Beginner Course.

<http://office.microsoft.com/en-ca/word-help/overview-RZ101790574.aspx?section=1>

* Microsoft Word (2010): Create your first Word document II.

<http://office.microsoft.com/en-ca/word-help/create-your-first-word-document-ii-RZ101806168.ASPX>

* Microsoft Office Tutorial (2013): Start using Word: <http://office.microsoft.com/en-ca/word-help/video-start-using-word-VA103982185..aspx?CTT=5&origin=HA104030981>

**Internet Search**

* For assignments using the internet, work with another student who understands how to complete an internet search.
* Access the following online tutorial: Google, Internet 101:

<https://www.google.com/goodtoknow/web/101/sharing.html>

**Email**

* If you do not have an email account, you can set one up by accessing one of the following:
* Google: <https://www.gmail.com/intl/en/mail/help/about.html>
* Microsoft: <http://www.microsoft.com/en-ca/account/default.aspx>
* Yahoo: <http://ca.mail.yahoo.com/>

\*Basic tasks and functions of your email, including attaching files, will depend on your account.

**References:**

Adult Basic Education in British Columbia’s Public Post-Secondary Institutions: An Articulation Handbook (2014 Ministry of Advanced Education, Province of British Columbia.

Literacy and Essential Skills, Skills Definitions and Complexity. Human Resources and Skills Development Canada. Retrieved from

<http://www.esdc.gc.ca/eng/jobs/les/definitions/index.shtml>