

# Do you know your computer?

## PC – Windows: New/Novice Computer User (NC)

1st component of 4 included in the Survival Kit Series

We recommend that you sit in front of your computer as you take this assessment.

“Think it through.”

Recommend: 20-30 minute time frame for the complete test

### You just don’t know what you don’t know... so TEST YOURSELF!

You may be surprised at how much you do know, but if you don’t , not to worry... just take our workshop to help you fill in the gaps. If you are scoring well, just continue with the next basic skill test and see how far you can get.

These assessments were developed to help you place yourself at the correct level for the EC Computer Workshop series, but also for you, to simply test yourself. Be honest, these basic skills are critical and essential to all computer users – if you don’t know them now, make sure you treat yourself to some time, to learn them at a later date.

Rate Your Ability		1	2	3
Circle your most appropriate level for each question.		No	Kind of	Yes
1 = Don't really know it    2 = Understand it a bit    3 = Know it extremely well				
1.	Can turn the computer and monitor on/off.	1	2	3
2.	Can insert a floppy disk into the slot.	1	2	3
3.	Can identify the WINDOWS' DESKTOP.	1	2	3
4.	Can identify the TASKBAR.	1	2	3
5.	Can open an application (program) from the START MENU button, e.g. Microsoft Word or Word Perfect, a game, etc.	1	2	3
6.	Can use the mouse efficiently (e.g. left click, right click options, single versus double click options).	1	2	3
7.	Is familiar with the functions of the main Windows' icons on DESKTOP, e.g. Recycle Bin, My Computer, Network Neighborhood.	1	2	3
8.	Can OPEN a folder or file to see what is in it or to use it.	1	2	3
9.	Can MOVE a window from one location on the screen to another, or to just simply move it out of the way.	1	2	3
10.	Can MAXIMIZE, MINIMIZE and RESTORE, in other words, resize a window by using the three icons at the top right of any window.	1	2	3
11.	If a there are two windows on your screen, can you tell which window is ACTIVE or INACTIVE? (active meaning the one you are working in, e.g. the one that is selected)	1	2	3
12.	Can RESIZE a window by dragging the edge of the window manually.	1	2	3
13.	Can SAVE a file to the hard drive (C:\My Documents) or to the floppy (A:).	1	2	3
14.	Can COPY (back-up) an existing file to a specified location, e.g. from the hard drive (C:\ My Documents) to the floppy (A:).	1	2	3
15.	Can OPEN a file created a month ago from <u>any location</u> on your computer. (If you remembered where you saved it, could you find it all by yourself?)	1	2	3
16.	Can MOVE a file to <u>any specified location</u> on your computer (e.g. from C:\ My Documents to location D:\Project Sunrise).	1	2	3
17.	Understands the difference between a FILE and FOLDER.	1	2	3
18.	Can create a NEW FOLDER.	1	2	3
19.	Can DELETE one or more file/folder(s).	1	2	3
20.	Can RENAME a file/folder.	1	2	3
21.	Can identify all the programs that are currently “running” (open).	1	2	3
22.	Can QUIT/EXIT any program you are running.	1	2	3
23.	Can CLOSE the computer through the START MENU button to finish your session for the day, understanding the difference between SHUT DOWN and RESTART.	1	2	3
24.	Knows a good thing to try when your computer freezes. If you freeze before your computer does, choose a score of “1”.	1	2	3
25.	Can understand 80% of the terminology in the questions above.	1	2	3
26.	<i>BONUS: Advanced Novice Question</i> Has tried working between two files and/or two programs successfully, e.g. copying text from one document and pasting it into another document (known as multi-tasking).	1	2	3
TOTAL SCORE = add up each column			+	+
FINAL SCORE = add total scores for each column together				

### RESULT RECOMMENDATIONS:

If you score:    0-49    Not to worry - But rudimentary computing skills are a problem for you..... Take this course (NC).  
                         50-67    Not Bad - But you have quite a few gaps in your knowledge ..... Brush up on skills before moving on.  
                         68-78    Congrats - Generally a good understanding of your computer..... Move on...