

Do you know how to e-mail?

Join the party @ OISE/UT

Mac/PC – OISENet in FirstClass Client (FC/FCE)

4th 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 LOGIN and OUT of the FirstClass OISENet program. (Hint: Did you look at the Getting Started Guide or our Working with Computers @ OISE/UT Mini Manual first?)	1	2	3
2.	Can open MAILBOX and READ new messages.	1	2	3
3.	Can enter an e-mail address and SEND a new message.	1	2	3
4.	Can REPLY to a received message.	1	2	3
5.	Can REPLY WITH A QUOTE to a received message.	1	2	3
6.	Can DELETE desired messages.	1	2	3
7.	Can MOVE windows on the screen out of the way. (Hint: this is a New/Novice Computer User question.)	1	2	3
8.	Can minimize/maximize or just change the size of active windows. (Hint: this is a New/Novice Computer User question.)	1	2	3
9.	Can identify UNREAD messages.	1	2	3
10.	Understands what an ATTACHMENT is and can ATTACH a file, from a folder on the computer hard drive, to an e-mail message that you wish to send.	1	2	3
11.	Can identify and SAVE AN ATTACHMENT someone sent to you.	1	2	3
12.	Can open the file (attachment) without a problem, and if you cannot, you know what the problem would likely be.	1	2	3
13.	Can copy and paste an e-mail message into another application or vise versa (also known as multi-tasking).	1	2	3
14.	Can find addresses of members of the OISE/UT community within the DIRECTORY.	1	2	3
15.	Can make and ADDRESSBOOK and add external addresses to your OISENet address book. (external meaning people not part of the OISE/UT community.)	1	2	3
16.	Can access the public CONFERENCES on OISENet and understands what they are and why you might use them.	1	2	3
17.	Understands how to read and respond to a conference "thread".	1	2	3
18.	Can troubleshoot unknowns and other problems by utilizing the OISENet Help Desk Conference or FAQ's.	1	2	3
TOTAL SCORE = add up each column		+	+	
FINAL SCORE = add total scores for each column together				

RESULT RECOMMENDATIONS:

If you score: 0-31 Not to worry - But rudimentary computing skills are a problem for you.....Take this course (FC/FCE).
 32-45 Not Bad - But you have quite a few gaps in your knowledgeBrush up on skills before moving on.
 46-54 Congrats - Generally a good understanding of your computer.....Move on...