

Now and Tomorrow **Excellence in Everything We Do**

Skills and Employment
Office of Literacy and Essential Skills

Computer Use Self-Assessment

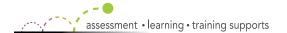
Computer use is the ability to use computers and other electronic equipment (e.g. fax machine, calculators, automated bank machines). The importance of strong **computer use** skills continues to grow as we become increasingly dependant on technology to carry out our work and daily activities. Complete this self-assessment to help you understand your **computer use** strengths and areas for improvement.

Instructions:

- 1. Read each statement in **Section 1** and place a check mark in the column that **best** describes how well you can complete that task. *Tip:* Think about your work and life experiences as you consider each task.
- 2. Review your responses for each task. If you have checked five or more in the "Somewhat" and/or "No" columns, you may want to consider upgrading your **computer use** skills.
- 3. Complete **Section 2** to identify your training needs.

Section 1: Self-Assessment

I can	Yes	Somewhat	No
Use a variety of electronic devices such as calculators, fax machines, photocopiers and telephones.			
Identify the main parts of a computer and their functions.			
Enter a code into a system (e.g. using an automated bank machine or an alarm system).			
Use a mouse to open and navigate programs by clicking buttons, menus, etc.			
Easily locate and use keyboard keys.			
Log on and log off a computer.			
Use common desktop icons and menus to open programs and files (e.g. Internet browser, email).			
Send a basic email to one recipient.			
Identify and use different computer hardware components such as printers, scanners and removable storage devices (e.g. CD, DVD, USB drive).			
Resolve basic technical difficulties (e.g. computer reboot, paper jam, ink cartridge replacement).			
Use word processing programs to produce simple documents and perform simple formatting of text (e.g. business letters or memos, font type and size, bold and underline text, bullets or numbered lists).			
Send emails with attachments to multiple recipients.			
Use spreadsheet software to enter and organize data.			
Manage electronic files (e.g. access shared files, save files to a specific location on a hard drive or disk, create folders).			
Browse Web pages to find information and download files.			





I can	Yes	Somewhat	No
Use Internet search engines to find specific information by choosing the right search terms or adding operators (e.g. OR, " ", define:) to my search terms.			
Use spreadsheet software to prepare, edit, manipulate and analyze tables (e.g. create and modify budget reports, create various types of charts or graphs).			
Use word processing programs to produce documents with extensive formatting features (e.g. page numbering, headers and footers, table of contents, footnotes).			
Use presentation software to produce visual aids (e.g. slides, hand-outs and/or charts).			
Give detailed computer-related explanations or training to co-workers (e.g. demonstrating features of commonly used or customized programs).			
Distinguish between different file formats (e.g. rtf, pdf, html, exe, jpg, mpeg).			
Successfully install and configure new software applications or add hardware devices.			
Identify and correct hardware or software problems by using manuals, on-line resources, etc.			
Use and create databases to manage client contact information.			
TOTAL			

Section 2: Personal Development

Completing this section will help you make informed training decisions.

- Look at the "Yes" column in **Section 1** to identify your strengths and record them below.
- Look at the "Somewhat" and/or "No" columns in **Section 1** to identify the areas that you need to develop or strengthen and record them below.

COMPUTER USE STRENGTHS:

I am confident that I can...

1.

2.

Tip: Consider using your strengths to help a colleague, friend or family member improve their computer use skills.

AREAS FOR IMPROVEMENT:

I would like to improve my ability to...

E.g. install and configure new software applications or add hardware devices.

1.

2.

Tip: When developing your training plan, focus on improving one or two abilities at a time.

Literacy and Essential Skills—for LEARNING, WORK and LIFE

Notes:

You can order this publication by contacting:

Publications Services
Human Resources and Skills Development Canada
140 Promenade du Portage,
Phase IV, 12th Floor
Gatineau, Quebec K1A 0J9

Fax: (819) 953-7260

On-line: www.hrsdc.gc.ca/publications

This document is available on demand in alternative formats (Large Print, Braille, Audio Cassette, Audio CD, e-Text Diskette, e-Text CD, or DAISY), by contacting 1 800 O Canada (1 800 622 6232). If you have a hearing or speech impairment and use a teletypewriter (TTY), call 1-800-926-9105.

Également disponible en français.

© Her Majesty the Queen in Right of Canada - 2010

Computer Use • Reading • Document Use • Numeracy • Writing • Oral Communication • Working with Others • • Thinking • Computer Use • Reading • Numeracy • Writing • Oral Communication • Working Numeracy • Writing • Oral Communication • Working with Others • Continuous Learning • Thinking • Computer Use • Reading • Docume Thinking • Computer Use • Reading • Numeracy • Writing • Oral Communication • Working with Others • Continuous Learning • Thinking • Oral Communication • Working with Others • Continuous Learning • Thinking • Oral Communication • Working with Others • Oral Communication • Working Working Working Working • Oral Communication • Working Working Working • Oral Communication • Working Working • Oral Communication • Working Working • Oral Communication • Working • Oral Communication • Working Working • Oral Communication • • Oral Communicatio