

Active
Citizens
Technology
In
Our
Neighborhoods

**100 Skills
 Self-Evaluation Survey**

 for ACTION Computer Lessons 1-16

Developed in 2003 by CAAELII

www.caelii.org

Questions? Suggestions? E-mail action@caaelii.org

Name of Student	<i>Organization Name</i>	
	<i>Teacher Name</i>	
Skills Covered by Pre-Test & Post-Test Survey Computer Basics and Printing <i>Lessons 1 - 8 Skills 1 - 50</i> Browsing Internet & Yahoo Email <i>Lessons 9 - 16 Skills 51 - 100</i>	<i>Class ID</i>	<i>Other Information</i>
	<i>Pre-Test Date</i>	<i>Post-Test Date</i>

	Knowledge and Skills	Pre-Test Skills Survey <small>Mark only the skills you have</small>	Post-Test Skills Survey <small>Mark only the skills you have</small>
1	identify the monitor.		
2	identify the CPU		
3	identify the mouse		
4	identify CD-ROM player		
5	identify the keyboard		
6	use mouse to enter data.		
7	locate numbers on a keyboard		
8	locate letters on a keyboard		
9	use keyboard to enter data.		
10	use space bar		
11	use Enter or Return		
12	use question mark key		
13	use period key		
14	use comma key		
15	delete text with delete key		
16	delete text with backspace key		
17	use shift keys		
18	use arrow keys		
19	start the computer		
20	shut down the computer		
21	restart the computer		
22	insert floppy disks correctly		
23	remove floppy disks correctly.		
24	insert CD-ROMs correctly.		
25	remove CD-ROMs correctly.		
Number of Skills from page 1 (0-25)			

Pre Test Skills

Post Test Skills

Knowledge and Skills		Pre-Test Skills Survey Mark only the skills you have	Post-Test Skills Survey Mark only the skills you have
26	start programs		
27	quit programs		
28	understand what a file is		
29	create new document		
30	save a document		
31	open a document		
32	close a document		
33	use "Save As"		
34	save a document to hard drive		
35	save a document to floppy disk		
36	understand desktop (icons)		
37	open programs from desktop (understand Click To Open or Start)		
38	minimize window		
39	close window		
40	restore window		
41	resize window		
42	insert and move cursor using mouse		
43	highlight existing text		
44	change text style (font type)		
45	change text size		
46	change text with boldface		
47	change text with italics		
48	change text with underline		
49	change text justification or alignment		
50	print a document.		
Number of Skills from <i>page 2</i> (0-25)			

Pre Test Skills

Post Test Skills

For most students, the Pre-Test can stop here.

If a student wishes, they may continue with the Pre-test.

Knowledge and Skills		Pre-Test Skills Survey Mark only the skills you have	Post-Test Skills Survey Mark only the skills you have
51	understand the internet		
52	understand the accuracy of information on the Internet (always question the source of information)		
53	understand an internet browser program		
54	open the internet browser program		
55	identify the address bar on the internet browser		
56	enter a URL or internet address		
57	understand offline and online		
58	understand webpage and website		
59	understand website homepage		
60	understand internet browser homepage		
61	click on a picture link		
62	click on a word link		
63	complete online sign up form for free online email		
64	understand "submit" an online form		
65	understand and create an internet user name and password		
66	understand the need for a security question		
67	understand "optional" and "required" answers on a form		
68	sign in (log in) to online email account		
69	sign out (log out) of online email account		
70	identify the email inbox		
71	identify unread emails		
72	Identify previously read emails		
73	open and read email		
74	use a scroll bar		
75	delete email		
Number of Skills from page 3 (0-25)			

Pre Test Skills

Post Test Skills

Knowledge and Skills		Pre-Test Skills Survey Mark only the skills you have	Post-Test Skills Survey Mark only the skills you have
76	understand compose (write) email		
77	Type an email address on an email		
78	Type a subject on an email		
79	Type an email message (Type the body of the email)		
80	send an email		
81	idenitfy emails with attachments		
82	understand a computer virus		
83	understand scanning for a virus		
84	open an attachment		
85	save an attachment		
86	understand an attachment needs a program to open it and use it		
87	Browse your computer for a file		
88	attach file to an email		
89	attach many files to an email		
90	understand how attachments can be too big		
91	understand kilobytes and megabytes		
92	send email with attachment		
93	identify the address book		
94	open the address book		
95	Use address book to save an email address		
96	When saving email address, add details		
97	Find email address in Address Book and add details.		
98	Use address book to find an email address		
99	Write email. Click "To: " and enter the email address		
100	Write email. Click "To: " and enter many email addresses		
Number of Skills from page 4 (0-25)			
Number of Skills from page 3 (0-25)			
Number of Skills from page 2 (0-25)			
Number of Skills from page 1 (0-25)			
Total Skills pages 1 - 4 (0-100)			

Pre Test Skills

Post Test Skills