

Participant Pre-Training Survey

We are interested in learning more about the outcomes of the Intel® Learn Easy Steps course. To help us measure course success, it is useful to understand your knowledge of computer operations at the time you begin the class.

Before you begin your training, take a moment to read the following list of computing skills. Your participation in this survey is voluntary, and your information will be kept confidential.

Rate your knowledge in terms of how comfortable you are performing each of the following skills:

	Not comfortable		Somewhat comfortable		Very comfortable
INTRODUCTION TO COMPUTERS	1	2	3	4	5
I can turn on and shut down a laptop or desktop computer.					
I can name the different parts of a computer.					
I know how to move the cursor using the mouse or trackpad.					
I know the functions of the keyboard keys.					
I can name and save files.					
I can make and name folders.					
I can move files and folders to organize them.					

WORD PROCESSING	1	2	3	4	5
I can start a new document or open an existing one.					
I can type text into documents.					
I can make changes to the font size, style, and color.					
I can insert and resize images.					
I can insert and format a table.					
I can add page borders.					
I can save a document.					

SPREADSHEETS	1	2	3	4	5
I can enter and edit text and numbers in a worksheet.					
I can format text within a cell.					
I can perform simple calculations and apply a formula to numbers in a cell.					
I can change the height and width of rows and columns.					
I can create a chart from worksheet data.					
I can save a spreadsheet.					

	Not comfortable		Somewhat comfortable		Very comfortable
MULTIMEDIA PRESENTATIONS	1	2	3	4	5
I can create slides with various layouts.					
I can insert text and images into slides.					
I can insert movies and audio in a slide.					
I can add animations to objects in a slide.					
I can add transitions to a slide.					
I can present a slide show.					
I can save a slide show.					

THE INTERNET AND EMAIL	1	2	3	4	5
I can start a web browser.					
I can browse the Internet using URLs and hyperlinks.					
I can search for information online using search engines.					
I know how to bookmark web pages.					
I can sign in and out of my email account.					
I can read, send, and reply to email messages.					
I can video chat online.					
I can send instant messages online.					

KEEPING SAFE ONLINE	1	2	3	4	5
I can create a strong password.					
I can view and manage my browser's settings.					
I can analyze a privacy policy.					
I can recognize common characteristics of email and web scams.					
I can evaluate the content of a website and determine if it is trustworthy.					

SOCIAL MEDIA	1	2	3	4	5
I can set up and personalize my social media profile.					
I can change the level of my privacy settings.					
I can add friends to my social network.					
I can view and add comments online.					
I can post a photo or video online.					
I can search for and play videos on social media sites.					
I can protect my personal information on social media sites.					

Thank you!