



## COMPUTER SKILLS SELF-ASSESSMENT

### ***File Management***

I can create and name a folder on my computer desktop.  YES  NO

I can store files in a folder and retrieve them again.  YES  NO

### ***Word Processing***

I can create, name, and save a document in Microsoft Office Word 2010.  YES  NO

I can use an English keyboard.  YES  NO

I can type 100 words in less than 5 minutes.  YES  NO

I know how to create bold and italic text.  YES  NO

I know how to indent the beginning of a paragraph.  YES  NO

### ***Presentation Software***

I can create, name, and save a presentation in Microsoft Office PowerPoint 2010.  YES  NO

I can format text in a PowerPoint presentation.  YES  NO

I can insert graphics in a PowerPoint presentation.  YES  NO

### ***Email and Internet***

I can download attachments from email.  YES  NO

I can attach a document or file to an email message and send it.  YES  NO

I can open a Web browser and surf the Net.  YES  NO

I have conducted research on the Internet.  YES  NO

If you answered "YES" to all of the above, you have the required basic computer skills for the EHLS Program.