TECHNOLOGY 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. ☐ YES ☐ NO

I can use an English keyboard and a laptop trackpad. ☐ 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. ☐ 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 Internet. ☐ 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 technology skills for the EHLS Program.