# Intel Easy Steps Participant Pre-Training Survey

We are interested in learning more about the outcomes of the Intel Easy Steps Basic Course. To help us determine success of the course, it’s useful to know you know about compuer operations at the time you begin the class.

Your participation in this survey is voluntary, and your information will be kept confidential. Before you begin your training, please take a moment to answer the following questions.  check the one item that applies best.

|  |  |  |
| --- | --- | --- |
| Skills | Yes | No |
| 1. Basic Computer Skills   1. I can name the different parts of a computer. 2. I know about the functions of different parts of a computer. 3. I can turn on the computer. 4. I can identify the different keys of keyboard. 5. I know functions of the keys of keyboard. 6. I know how to hold and move the mouse. | 1  1  1  1  1  1 | 2  2  2  2  2  2 |
| 2. Microsoft Windows\*   1. I know about Windows desktop. 2. I can identify the parts of a Window. 3. I can use the Start Button and Start Menu. 4. I can use the Task Bar. 5. I can create folders and subfolders. 6. I can switch off the computer | 1  1  1  1  1  1 | 2  2  2  2  2  2 |
| 3. Word Processing   1. I can type and change words. 2. I can change the look of words. 3. I can make the paragraph and words look good. 4. I can insert pictures. 5. I can insert tables. 6. I can apply page borders. | 1  1  1  1  1  1 | 2  2  2  2  2  2 |
| 4. Spreadsheet   1. I can enter and edit text and numbers in a Spreadsheet. 2. I can move around the spreadsheet. 3. I can perform simple calculation and apply a formula. 4. I can combine and merge cells. 5. I can format cell and change height and width of rows and columns. 6. I can create chart and define chart type. 7. I can save a spreadsheet. | 1  1  1  1  1  1  1 | 2  2  2  2  2  2  2 |
| 5. Multimedia   1. I can create a new presentation. 2. I can create slides with various layouts. 3. I can edit slides. 4. I can apply design templates to slides. 5. I can insert picture and clipart to slides. 6. I can insert table in slides. 7. I can apply animation. 8. I can save a presentation. 9. I can start a slide show | 1  1  1  1  1  1  1  1  1 | 2  2  2  2  2  2  2  2  2 |
| 6. Internet & Email   1. I know about internet, World Wide Web, browser and Web address. 2. I can start web browser. 3. I am able to search the Web using search engines. 4. I can download and save images. 5. I know about Email. 6. I can check my Email account. 7. I can send, check and reply Email messages. 8. I can sign out of my Email account. | 1  1  1  1  1  1  1  1 | 2  2  2  2  2  2  2  2 |

Thank you for your time and thoughts.

THANK YOU!