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Computer Literacy Skills Assessment

We would like to know more about your computer experience, knowledge and skills. Please take a few minutes to fill in this form. Your answers will enable us to better understand your training needs.

Name: _____

Company: _____

Email Address: _____

Tel: _____

Please answer the following questions with Yes (Y) or No (N)

Can you:	Y/N
Turn A Computer On And Off	
Restart A Computer	
Shut Down A Computer	
Use The Keyboard To Type And Navigate	
Use The Keyboard Special Keys e.g. Ctrl, Shift, Alt	
Navigate With The Mouse	
Use Left/Right Mouse Buttons	
Identify Hardware And Software	
Log Onto And Off The network	
Use The Start Button In Windows	
Select Commands From The Menu/Toolbar/Ribbon	
Use Scroll Bars In A Window	
Open, Close, Save And Print Files	
Create And Work With Files And Folders	
Start And Close A Program work With Multiple Windows	

Microsoft Word

Can you:	Y/N
Manage Files And Folders, e.g. Open, Save, Rename, Move, Copy, Delete	
Select Commands From A Menu/Toolbar/Ribbon	
Create A New Document	
Navigate And Select Within A Document Using The Mouse And Keyboard	
Edit, Move And Copy Text	
Format The Document's Appearance (Font, Alignment, Borders And Shading)	
Create And Control Page Breaks	
Use Spell Check And The Thesaurus	
Use Find And Replace	
Create Headers And Footers	
Adjust Paragraph And Line Spacing	
Create And Format A Bulleted Or Numbered List	
Set Tabs And Indents	
Insert Symbols And Special Characters Into Your Document	
Use Templates And Wizards	
Format Headings Using Styles	
Create, Edit And Format Tables	
Use MailMerge	
Adjust Page Setup And Print A Document	

Microsoft Excel

Can you:	Y/N
Manage Files And Folders, E.G. Open, Save, Rename, Move, Copy, Delete	
Select Commands From A Menu/Toolbar/Ribbon	
Identify Cells, Rows, Columns And Sheets	
Setup A Spreadsheet By Entering Text And Values	
Edit The Contents Of A Cell	
Format A Spreadsheet (Font, Size, Borders, Colour, Alignment, Numbers)	
Insert, Delete And Hide Cells, Rows, Columns And Sheets	
Copy And Move Data Within Spreadsheet	
Create Formulas Using Add (+), Subtract (-), Multiply (*) And Divide (/)	
Create Formulas To Calculate Percentages	
Construct Functions (Sum, Max, Min, Average, Count)	
Copy Formulas That Refer To Absolute (Constant) Cells Within A Worksheet (\$A\$1)	
Use Logical Operators e.g. Greater Than (>), Less Than (<), Equal To (=), In Formulas	

Create And Use Named Cell And Named Ranges In A Spreadsheet	
Create And Format A Chart To Visually Represent Data	
Work With Multiple Files Simultaneously	
Customise Page Settings (Page Orientation, Margins, Headers And Footers, Sheet Options)	
Print A Spreadsheet	

Microsoft PowerPoint

Can you:	Y/N
Manage Files And Folders, E.G. Open, Save, Rename, Move, Copy, Delete	
Select Commands From A Menu/Toolbar/Ribbon	
Create A New Presentation	
Navigate And Select Within A Presentation Using The Mouse And The Keyboard	
Format Text (Font, Size, Alignment And Colour)	
Insert And Modify Objects Autoshapes, Clip Art And Wordart	
Edit, Move And Copy Text And Objects	
Create And Format A Bullet Or Number List	
Adjust Line And Paragraph Spacing	
Manipulate Objects (Order, Align, Distribute, Group, Flip)	
Create, Manipulate And Format Tables	
Use Powerpoint Help	
Create, Edit And Format Charts And Diagrams/Smartart	
Add Slide Transitions And Animations	
Set Up The Presentation For Use As A Slide Show (Order, Timing)	
Hide And Redisplay Slides	
Print Various Versions Of Presentations	

Microsoft Outlook

Can you:	Y/N
Manage Files And Folders, e.g. Open, Save, Rename, Move, Copy, Delete?	
Select Commands From A Menu/Toolbar/Ribbon?	
Switch Between Folders Using The Navigation Pane? (Inbox, Outbox, Sent Items)?	
Format Message Text? (Font, Font Size, Font Colour)	
Use Spell Check?	
Attach Files To An E-Mail Message? (Pictures, Excel And Word Files)	
Create And Insert A Signature?	
Set Message Options? (Importance, Sensitivity, Tracking, Delayed Delivery)	
Read, Forward And Reply To Messages?	
Print A Message?	
Work With Various Message Formats? (Plain Text, HTML, Word)	

Search For Items? (Contact, E-Mails)	
Organise The Inbox? (Sort, Autoformat)	
Save An Address From An E-Mail Message?	
Create And Work With Contacts?	
Create A Distribution List?	

Microsoft Project

Can you:	Y/N
Manage Files And Folders, E.G. Open, Save, Rename, Move, Copy, Delete	
Select Commands From A Menu/Toolbar/Ribbon	
Create A New Project	
Enter Project And Task Information	
Edit, Move And Copy Task	
Enter Task Durations And Milestones	
Organise Tasks Into Phases (Indent, Outdent)	
Show Various Outline Levels	
Understand And Create Task Dependencies	
Utilise Lead And Lag Time	
View The Critical Path	
Adjust Page Setup And Print A Project	
Setup And Work With Resources	
Understand And Work With Project Views	
View And Modify Resources And Project Costs	
Understand And Apply Task Constraints	
Set A Baseline Plan	
Track Progress In A Project	
Generate Project Reports	

Microsoft Access Skills Assessment

Can you:	Y/N
Manage Files And Folders, e.g. Open, Save, Rename, Move, Copy, Delete	
Select Commands From A Menu/Toolbar/Ribbon	
Identify Database Objects e.g. Tables, Forms, Queries, Reports	
Capture Data Into An Existing Database e.g. Add New Records Through A Form	
Extract Specific Information From An Existing Database	
Generate Reports To Display All Database Information	
Create Reports To Display Specific Data	
Setup New Tables Using Various Methods e.g. Wizard, Design View, Datasheet View	
Identify And Understand Field Data Types And Properties	
Understand And Define A Primary Key Field	

Manipulate Data Within A Table e.g. Sort, Find/ Search, Replace, Filter	
Generate Tables By Importing Data From Another Source	
Create And Modify Forms Using Various Methods e.g. Autofroms, Wizards	
Modify From Design And Appearance e.g. Field Layout, Font, Size, Colour, Properties	
Construct Queries And Run Using Various Methods e.g. Wizard, Design View	
Generate Calculated Fields Within A Query Design	
Create Reports Using Various Methods e.g. Autoreports, Wizard, Labels, Charts	

THANK YOU