



Live and Learn ***Essential Skills for Life***

Know your skills:

A Computer Use Self Test for Employees and Job Seekers

Computer Use is the ability to use computers and other electronics. Computer use skills are important because we depend on technology for work and everyday life activities.

Self Test

You can use this test to:

- Identify your computer use strengths
- Identify computer use areas that need improvement

Instructions for the Self Test:

1. Read each statement under “Computer Task” and put a check mark in one of the columns that best describes your ability to complete the task:
 - Yes
 - Somewhat
 - No
2. Review your answers for each task. Add up answers from each column and mark the totals.
3. If you have answered “Somewhat” or “No” to five or more tasks, you may want to consider upgrading your computer use skills.

Helpful Tip:

- Think about your work and everyday life experiences as you consider each task.



Canada

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Computer Task	Yes	Somewhat	No
I can use a variety of electronics such as telephones, calculators, photocopiers and fax machines.			
I can identify the main parts of a computer and their functions.			
I can enter a code into a system such as an automated bank machine.			
I can use a mouse to open and navigate programs by clicking buttons and menus.			
I can easily locate and use keyboard buttons.			
I can log on and log off of a computer.			
I can use desktop icons and menus to open programs and files.			
I can send a basic email to one recipient.			
I can send emails to multiple recipients.			
I can send an email with attachments.			
I can identify and use printers, scanners and removable storage devices such as a cd, dvd or USB drive.			
I can fix basic computer problems such as a computer reboot, paper jam or an ink cartridge replacement.			
I can use word processing programs to produce simple documents such as business letters and memos.			
I can use word processing programs to format text using formatting features such as font type and size, bold and underline, and bullets.			
I can use word processing programs to format text using more complex formatting features such as headers and footers, page numbers, footnotes and table of contents.			
I can use spreadsheet software to enter and organize data.			
I can use spreadsheet software to prepare, edit manipulate and analyze tables such as creating a budget report.			
I can use spreadsheet software to create various graphs and charts.			

I can use and create databases to manage client contact information.			
I can browse web pages to find information and download files.			
I can use Internet search engines to find specific information by choosing the right search terms.			
I can use Internet search engines to find specific information by adding operators such as “ ” or define: to search terms.			
I can use presentation software to create visual aids such as slides, handouts and charts.			
I can manage electronic files by saving files to a specific location, creating new folders and accessing shared files.			
I know the difference between different file formats such as rtf, pdf, html, exe and jpeg.			
I can provide co-workers with computer-related training such as how to use the features in a computer program.			
I can successfully install and configure new software applications.			
I can successfully install and configure new hardware devices.			
I can troubleshoot hardware or software problems by using manuals and online resources.			
Totals			

Personal Development

Complete this section to help you make decisions about training that will improve your computer use skills.

Instructions for Personal Development:

1. Look at all the “Yes” answers from the self test. These are your computer use strengths. List five of these under “Computer Use Strengths”.
2. Look at all the “Somewhat” and “No” answers from the self test. These are areas that you may need to improve or strengthen. List five of these under “Areas for Improvement.”

Computer Use Strengths

1. _____
2. _____
3. _____
4. _____
5. _____

Helpful Tip:

- Consider using your strengths to help a co-worker, friend or family member to improve their computer use skills.

Areas for Improvement

1. _____
2. _____
3. _____
4. _____
5. _____

Helpful Tip:

- If you decide to improve your skills contact your local community college to see what training they offer or talk to your employer about training opportunities.

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for LEARNING, WORK and LIFE**

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