

COMPUTER SELF-ASSESSMENT QUIZ

The purpose of this quiz is to help ensure that students who sign up for an OASIS computer course are at the right skill level for the course. NEW OASIS COMPUTER STUDENTS MUST TAKE THIS QUIZ BEFORE SIGNING UP FOR THEIR FIRST COURSE. Returning students don't have to re-take the quiz unless they want to sign up for a computer course that is more advanced than their original quiz results indicate they're qualified for.

DEFINITIONS OF TERMS: Place a check next to the terms that you can define.

- | | | |
|---|---|--|
| <input type="checkbox"/> Hardware | <input type="checkbox"/> Monitor | <input type="checkbox"/> Menus (drop-down menus, program menu) |
| <input type="checkbox"/> Hard drive | <input type="checkbox"/> Desktop | <input type="checkbox"/> Icons and shortcuts |
| <input type="checkbox"/> Software | <input type="checkbox"/> Window | <input type="checkbox"/> Dialog boxes |
| <input type="checkbox"/> Windows operating system | <input type="checkbox"/> Maximize and minimize window | <input type="checkbox"/> Keyboard |
| <input type="checkbox"/> Mouse | <input type="checkbox"/> Title bar | <input type="checkbox"/> Enter key |
| <input type="checkbox"/> Click | <input type="checkbox"/> Menu bar | <input type="checkbox"/> Delete key |
| <input type="checkbox"/> Left-click | <input type="checkbox"/> Toolbar | <input type="checkbox"/> Direction keys (cursor keys) |
| <input type="checkbox"/> Double-click | <input type="checkbox"/> Taskbar | <input type="checkbox"/> Backspace key |
| <input type="checkbox"/> Right-click | <input type="checkbox"/> Start button | <input type="checkbox"/> Caps Lock key |
| <input type="checkbox"/> Mouse pointer | <input type="checkbox"/> Scroll bar | |
| <input type="checkbox"/> Blinking cursor | | |

SKILLS: Can you perform the following tasks on a computer?

- | | |
|--|---|
| <input type="checkbox"/> Turn on a computer | <input type="checkbox"/> Save a document (including naming a document) in a word processing program |
| <input type="checkbox"/> Perform the 5 major mouse skills (point, click, double-click, right-click, drag-and-drop) | <input type="checkbox"/> Create a folder |
| <input type="checkbox"/> Open/close a program | <input type="checkbox"/> Put documents into folders |
| <input type="checkbox"/> Open two programs at once and switch back and forth between them | <input type="checkbox"/> Highlight (select) text in a word processing program |
| <input type="checkbox"/> Use menus and toolbar icons | <input type="checkbox"/> Change text size |
| <input type="checkbox"/> Use a dialog box (including typing fields, picklists, check boxes, counters, and buttons) | <input type="checkbox"/> Change text font and style |
| <input type="checkbox"/> Open a new blank document in a word processing program | <input type="checkbox"/> Center text |
| <input type="checkbox"/> Find and open an existing document in a word processing program | <input type="checkbox"/> Copy and paste text |
| | <input type="checkbox"/> Cut and paste text |
| | <input type="checkbox"/> Print a document |
| | <input type="checkbox"/> Shut down a computer |

SELECT THE NUMBER OF TERMS YOU CAN DEFINE

1-21 = Beginner 22-27 = Advanced Beginner 28 or more = Intermediate

SELECT THE NUMBER OF SKILLS YOU CAN PERFORM

1-14 = Beginner 15-17 = Advanced Beginner 18 or more = Intermediate

Name: _____ Phone: _____ Date: _____

**Complete this quiz and return it to OASIS no later than one week prior to class.
This quiz can be sent by email to washingtonmetro@oasisnet.org**