

Basic Computer Skills Survey

Note: Basic computer skills are required to work for NROTC!

Complete and return this survey with your NROTC Employment Application.

(Please be honest. It will become apparent to us if you are lacking in these skills)

Rate 1-low to 5-high

___ How comfortable are you with computers?

___ How well can you type?

Answer the following questions. (Y or N)

___ Do you own a computer?

___ Do you have a high speed internet account ie.. DSL, Cable or ISDN?

___ Do you know your ISP (Internet Service Provider) user name and password?

___ Do you have an E-Mail Account with your ISP (Internet Service Provider)?

___ Do you know your E-Mail account user name and password?

___ Are you self-confident enough to use a computer comfortably?

___ Do you have someone locally you can ask for help whenever necessary?

___ Do you know how to use the Internet to find help whenever necessary?

___ Do you know how to send and receive E-Mail using a Email Client such as Outlook, Outlook Express or Windows Mail (Vista)?

___ Do you know how to attach and send a file and E-Mail using an Email Client such as Outlook, Outlook Express or Windows Mail (Vista)?

___ Do you know how to receive, save and/or open file attachments using an Email Client such as Outlook, Outlook Express or Windows Mail (Vista)?

Who is Your ISP (Internet Service Provider). _____

How do you access your E-Mail? _____

What are your biggest challenge when using a computer and Internet? _____

Windows Basic Skills Checklist

Please rate the following from Low to High, 1-5

___ I am comfortable with the basics of the Windows operating system

___ I know how to start up a software application and to close it.

___ I understand how to minimize and maximize applications windows.

___ I know how to minimize multiple open applications on the task bar at the bottom of the screen and reopen them at any time.

___ I understand how to resize application windows and move them anywhere on the screen.

___ I can use the Windows HELP button effectively to find specific help tips.

___ I know how to enter “Windows Basics” in the HELP search box and/or anything else I need help on.

___ I have someone I can ask for help when I have questions.

File Management Basics

___ I understand all software programs create files which can be saved, deleted, copied, moved, and renamed.

___ I understand that the three letter file extension (.doc etc.) determines the file type and limits the type of software that can open and use that file type.

___ I understand “Windows Explorer” is the file management program that is important to learn for handling files and that tutorials are available at Start/Help and enter “file management” in the HELP search box.

___ I know where to find “Windows Explorer” in the programs listing. (Start/All Programs)

___ I understand basic file management skills. (copy, delete, move, rename)

___ I understand how to create new folders, create a folder within a folder, and move files from one folder to another.

___ I understand how to use the View Menu options to see the contents of any folder presented in many different ways.

___ I understand how to quickly find specific instructions by using the HELP search box by entering phrases like “copy a file” to learn how to copy a file.

___ I understand how to move files using “drag and drop.”

___ I understand how to right click and select properties to determine file type and size.

Copy and Paste Basic Skills

___ I know how to highlight a block of text and three ways to copy and paste it to other documents.

I understand three ways to COPY

___ 1. Right clicking and selecting “copy”

___ 2. Using hot-keys (control-C)

___ 3. Selecting from the EDIT menu “copy”

___ I know how to use the cursor to paste a block of text to other documents.

I understand three ways to PASTE

___ 1. right clicking and selecting paste

___ 2. using hot-keys (control-V)

___ 3. Selecting from the EDIT menu “paste.”

___ I understand how to “copy and paste” text from one application to another.

___ I know how to use the three organizing features of all HELP menus, Index, Content, and Searching to find specific instructions on copy and paste and the many other specific topics.

I signify that I have answered these questions honestly and I understand that it is not NROTC’s responsibility to teach me basic computer and technical skills.

TSR Name, (Signed):* _____

TSR Name, (Print):* _____

TSR Street Address, (Print): * _____

TSR City, State, Zipcode, (Print): * _____

TSR Home Phone Number: * _____

TSR Cell Phone Number: * _____

TSR Fax Number: * _____

TSR Email Address: * _____

Date: Month: * _____, Day: * _____, Year: * _____,