



COMPUTER PARTNERS

Phelps Community Memorial Library

8 Banta St. Suite 200., Phelps, New York 14532

Phone: 315-548-3120 - www.phelpslibrary.org

COMPUTER SKILLS ASSESSMENT

Return completed form to library staff at the circulation desk. Someone will call you.

Name _____ Phone Number _____ Date _____

	No Skill	Learning	Proficient
Computer Orientation			
Recognize computer components			
Recognize drives: CD-ROM/DVD, USB			
Turn computer & monitor on/off			
Mouse Use			
Mouse movement			
Single left click			
Mouse and Keyboard Skills			
Left click			
Right click			
Double click			
highlight			
Scroll			
Keyboard Skills			
Find Space bar			
Find keys on Keyboard			
Enter			
Delete			
Caps Lock			
Arrow Keys			
Windows XP or Vista and Desktop Skills			
How to identify the operating system			
Start Menu			
How to identify and access programs			
My Documents			
My Computer			
Recycle Bin			
Cutting and Pasting			
Word functions			
Work with multiple windows on Desktop			
Name and Save a document			

Organize the Desktop			
Create Shortcuts on the Desktop			
Internet			
Understand common terms			
World Wide Web			
Browsers			
Search engines			
URL			
Link			
Web Address			
Parts of the browser window			
Parts of an address			
Creating favorites list			
Setting up a homepage			
Evaluating a web site			
Email			
Create a free email account			
Login			
Open message			
Write message			
Send message			
Forward message			
Reply to message			
Open attachment			
Create attachment			
Delete message			
Group address			
Filers/spam/security			
Etiquette			

What kind of computer/operating system do you need to learn?

Microsoft Windows XP _____ Vista _____ No Idea of operating system _____

What kind of computer will you be using? Desktop _____ Laptop _____

Where will you be using the computer?

Why do you want to learn how to use a computer?

Sessions are for 5 weeks, one hour each session. When are you available?

Library Hours:

Monday 1 pm - 8 pm	Thursday 10 am - 8 pm
Tuesday 10 am - 8 pm	Friday 1 pm - 5 pm
Wednesday 1 pm-5 pm	Saturday 10 am - 2 pm

