

Computer Skills: Goals and Unit Placement

Name: _____ Date: _____

1. Have you ever used a computer? Yes No

2. What can do you do now on a computer?

3. What would you like to use the computer for? You can choose more than one.

☐ Type emails

☐ Find information on the internet

☐ Apply for jobs

☐ Type a resume

☐ Practice typing and spelling

☐ Use Microsoft Word

☐ Use Microsoft Excel

☐ Look at houses or apartments

☐ Read the news

☐ Edit photos

☐ Use social media like Facebook or Twitter

☐ Create a music playlist or burn a cd

☐ Create a website using HTML

☐ Other: _____



Microsoft Word Skills Assessment

Prompt the student to do each item. End the assessment when sh/e goes 3-4 checkpoints without completing the actions. Thank the student, and tell him/her you will do an internet assessment next.

Unit	Skills	Notes
1	☐ Turn on the computer and the monitor. ☐ Log into User. ☐ Open Microsoft Word. ☐ Close Microsoft Word.	
2	☐ Open Microsoft Word again. ☐ Type your name in the document. ☐ Click the Undo button. Click Redo. ☐ Save the document to My Documents with your name, then Close. ☐ Find your file in My Documents and open it.	
3	☐ Highlight your name in the document. ☐ Make it bold . ☐ Create a table with 3 rows and 6 columns. ☐ Look at your document in print preview.	
4	☐ Open a new document in Microsoft Word. ☐ Type the name of your home country.	
5	☐ Make the word a different color. ☐ Make the word bigger.	
6	☐ Change the font on the word. ☐ Cut and paste the word within the document.	
7	☐ Copy and paste the word within the document ☐ Center the word ☐ Align left ☐ Align right	



8	☐ Insert WordArt and type your first name ☐ Move and re-size the WordArt	
9	☐ Insert a Clip Art picture of a dog ☐ Make the picture bigger and smaller	
10	☐ Insert a footer with today's date in it ☐ Add pages numbers to the bottom right	
11	☐ Insert a border	
12	☐ Change the page orientation to Landscape ☐ Change the margins to 1.5" all around	
13	☐ Save your document as yourname1. Close it. ☐ Close your other Word document. Save changes. ☐ Find the document "yourname1" in My Documents and delete.	



Internet Skills Assessment

Prompt the student to do each item. End the assessment when sh/e goes 3-4 checkpoints without completing the action. Thank the student, take a moment to review what s/he wants to work on, and confirm his/her class time each week.

Unit	Skills	Notes
4	☐ Open Internet Explorer. ☐ Close Internet Explorer. ☐ Open Internet Explorer. ☐ Go to www.bbc.com . ☐ Scroll down. Scroll up.	
5	☐ Click on the link "Weather." ☐ Click the Back button.	
6	☐ Go to www.google.com . ☐ Search for a picture of "Olbrich Gardens."	
8	☐ Go back to the Google search box. ☐ Look for information on the Madison Farmer's Market.	
10	☐ Find a picture of the Madison Farmer's Market. Right-click the image to copy it. ☐ Open the Word document saved under your name in My Documents. ☐ Paste the picture into the Word document.	
11	☐ Return to Internet Explorer. ☐ Copy the web address. ☐ Paste into the Word document. ☐ Save your document and close.	
13	☐ Go to www.google.com ☐ Search for a map of the address 1118 S. Park St., Madison, WI	

