Technology Skills Self Assessment Survey for MOWINS

Name: _____ **Date:** _____

Introduction

This *Technology Skills Self Assessment Survey* is a tool to help you determine your proficiency level in using technology in instruction. The results of this survey will also assist professional development planners as they design workshops, courses, and other activities to meet the diverse needs of staff in improving technology integration skills. Furthermore, we anticipate this tool will help individuals get the most out of professional development activities, allowing them to prepare in advance for courses, individualize their learning experience during a course, and plan for future courses. The assessment is divided into two sections:

1. Fundamental Skills
2. Application Skills

The two sections reflect the concept of a continuum, moving from a basic level of fundamental skills to effectively integrating technology into instruction.

Directions for Part One and Part Two

Review each section carefully and check the box to indicate Yes or No for each skill in Part One and Part Two. If you have questions about any of the skills described, answer No in the corresponding box.

Part One: Fundamental Skills

Yes	No	**Fundamentals of PC: *Windows***
		Start up and shut down a computer
		Log in and out of a computer
		Use the mouse to point, click, double-click, and drag
		Identify and navigate within various parts of the desktop: Taskbar, Start Menu, Icons
		Identify parts of a computer: keyboard, monitor, CPU, mouse, speakers, printer, ports, disk or CD-ROM drive
		Open, move, resize, scroll and navigate within a Window
		Open an application
		Identify and use the Menu Bar, Shortcuts, and Toolbars
		Move between two or more Windows
		Use Help including online resources
		Identify and use Windows Explorer
		Copy, move, paste, and rename files, folders, and icons
		Create and use Shortcuts
		Use the Undo feature
		Use Spelling, Grammar, and Thesaurus features
		Select and use a printer
		Use Print Preview, Page Setup, and Print
		Save a file to a designated location

Yes	No	**Telecommunications – E-mail: *Microsoft Outlook***
		Use the Folder List and Preview Pane features
		Compose, send, reply to, and forward an E-mail message
		Use the Global Address Book, including the Find and Properties features
		Set required options: empty deleted items upon exit, prompt for profile, Spelling
		Send and retrieve an attachment
		Add a Contact to the Contacts Folder
		Access Public Folders
		Create a Distribution List
		Manage folder space, e.g., delete E-mail and sent items
		Use the Calendar feature to create an appointment

Yes	No	**Telecommunications – World Wide Web: *Internet Explorer***
		Access a specific Website by entering the appropriate URL in the Address Bar
		Create and use a Favorite
		Conduct a simple search using a search engine
		Conduct an advanced search using indexes/directories, search engines, and meta searches
		Refresh or reload a page

		Copy, paste, download, and save from the World Wide Web
		Identify the anatomy of a URL and troubleshoot URL errors
		Use criteria to evaluate a Website

Yes	No	**Word Processing: *Microsoft Word***
		Type, select, drag, move, cut, copy, and paste text
		Format a document using bold, italics, and underline
		Format a document using justification, margins, and tabs
		Format a document using numbering and bulleting

Part Two: Application Skills

Yes	No	**Word Processing (*Microsoft Word*)**
		Use different Views: Normal, Print Layout, Outline, Full Screen, Zoom, Header and Footer
		Insert and modify a table
		Use advanced table techniques: Insert and delete rows/columns; Cells: merge, split, insert; Table to Text; Text to Table; Sort; Formatting: Borders & Shading; Heading Rows Repeat
		Use advanced formatting features: Find and Replace, Auto Formatting, Auto Correct, Paste Special
		Use advanced editing tools: AutoSummarize, Track Changes, Comments, Spelling & Grammar
		Insert and edit a picture from a variety of sources (Internet, file, and Clip Art)
		Use the various features of the Draw Toolbar
		Insert and modify a Hyperlink
		Insert columns

Yes	No	**Spreadsheets (*Microsoft Excel*)**
		Enter, edit, move, copy, and paste data
		Move, copy, or rename a Worksheet
		Insert, delete, and format cells, rows, and columns, and worksheets
		Create links between cells and between worksheets
		Insert, modify, and copy a Formula
		Use AutoFilter and Custom AutoFilter
		Sort data
		Use Printing features: Rows or Columns to Repeat, Gridlines, Column and Row Headings
		Create, format, and modify a chart

Yes	No	**Peripherals**
		Use a scanner
		Troubleshoot peripheral problems
		Discuss proper usage, storage, and security of peripherals