Computer Skills Self-Assessment Checklist

This self-assessment can help identify your skill level when it comes to your computer abilities. Please go through the checklist of skills and mark those that apply to your skill set. Once completed, you will receive a final score out of 49. Your score range will connect to a specific recommended course level.

Microsoft Word	
	Save files
	Create folders
	Rename folders
	Copy
	Paste
	Select and deselect
	Open applications
	Save and find files on your computer
	Create a simple document in Word
	Insert a picture
	Insert a text box
	Insert shapes
	Add a header and footer
	Add page numbers
	Add a watermark
	Insert tables
	Create columns
	Use mail merge
	Print documents
Microsoft Excel	
	Open and save workbooks
	Change height and width of rows and columns
	Add rows and colums
	Add and rename sheets
	Use basic formulas
	Create tables
	Add rows and columns to the table
	Use the VLOOKUP formula

	Create a Pivot Table and Pivot Chart
	Create charts
	Freeze rows and columns
	Sort and filter data
	Print workbook
Microsoft PowerPoint	
	Create a PowerPoint presentation
	Add pictures and shapes to a slide
	Add and remove slides
	Apply transitions
	Apply animations
	Change themes
	Auto-time the presentation
	Play slideshow
	Print slideshow
Internet	
	Open browser applications
	Search for contents
	Open emails
	Send and receive emails
	Insert attachments
	Save attachments to the computer
	Download files from the internet
	Open multiple tabs

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Score	Recommended Course
Less than 19	Basic Computer Skills
Between 19 and 40	Essential Computer Skills for the Workplace
More than 40	Either course may be too simple for you