

# Computer Skills Assessment

## Pre-Test YET Program

Name: \_\_\_\_\_  
 Birthdate: \_\_\_\_\_  
 School: \_\_\_\_\_  
 Years in YET Program: \_\_\_\_\_

Grade: \_\_\_\_\_  
 Age: \_\_\_\_\_  
 Gender: \_\_\_ male \_\_\_ female

Where do you live? (check one)		What is your race? (check one)	
<input type="checkbox"/>	Rural/Small Town	<input type="checkbox"/>	White, not of Hispanic Origin
<input type="checkbox"/>	Town/City	<input type="checkbox"/>	Black, not of Hispanic Origin
<input type="checkbox"/>	Suburb	<input type="checkbox"/>	American Indian or Alaskan Native
<input type="checkbox"/>	Central City	<input type="checkbox"/>	Hispanic
		<input type="checkbox"/>	Asian or Pacific Islander
		<input type="checkbox"/>	Multi Racial

What grade do you usually receive in the following subjects? (A, B, C, D, F)  
 Math \_\_\_\_\_ Science \_\_\_\_\_

### Part I: Self-Evaluation of Computer Skills

Directions: Rate your level of skill in each of the following areas of computer use by circling the appropriate number to the right of each area.

Area of Computer Use	Level of Skill ( <i>Circle one number for each area</i> )				
	None	Below Average	Average	Above Average	High
1. File Management (Creating, naming, renaming, opening, moving, copying, deleting, etc. files and folders.)	1	2	3	4	5
2. Word Processing (Microsoft Word)	1	2	3	4	5
3. Internet (World Wide Web) use	1	2	3	4	5
4. Electronic mail (e-mail)	1	2	3	4	5
5. Spreadsheet use (Microsoft Excel)	1	2	3	4	5
6. Presentation graphics – PowerPoint (Developing charts, graphs and text slides)	1	2	3	4	5
7. Database use (Microsoft Access)	1	2	3	4	5
8. Web page development (Microsoft FrontPage)	1	2	3	4	5

## Part II: Advanced Computer Knowledge

Directions: Carefully read the following questions in each of the specified categories and indicate which answer you believe is most accurate.

### Microsoft Windows

- \_\_\_1. Scrolling can be accomplished in which of the following ways? **(Circle all that apply)**
- Clicking the scroll arrows
  - Clicking the scroll bar
  - Dragging the scroll box
  - Hitting the "Enter" key
- \_\_\_2. When looking at a folder what view gives you specific information about each file?.
- Large Icons view
  - Details view
  - List view
  - Small Icons view
- \_\_\_3. How can you re-name a file?
- Click the file name
  - Double-click the file name
  - Click the file name twice (but do not double-click)
  - Drag the file name into the Folders pane

### Microsoft Word

- \_\_\_4. The default alignment for paragraphs in Word is:
- Left justified
  - Right justified
  - Centered
  - Fully justified
- \_\_\_5. The appearance and shape of the letters, numbers, and special characters on the screen is defined by the \_\_\_\_\_.
- Font
  - Point size
  - Keystroke
  - Both a and c
- \_\_\_6. To select a specific group of words....
- Triple click
  - Click the beginning, press CTRL, click the end.
  - Click the beginning, press SHIFT, click the end
  - CTRL click
- \_\_\_7. The symbol ¶ indicates....
- The end of a paragraph.
  - The end of a page.
  - The beginning of a paragraph.
  - The beginning of a page.

- \_\_\_8. \_\_\_\_\_ is used to emphasize certain words and improve readability of a document.
- Text formatting
  - Character formatting
  - Page formatting
  - Line formatting
- \_\_\_9. To save an existing document with a different file name, click the \_\_\_\_\_.
- Save button on the toolbar
  - Save command on the File menu
  - New button on the toolbar
  - Save As command on the File menu

### **Authoring Web Pages**

- \_\_\_10. Images for the Web are to be scanned at 72 \_\_\_\_\_.
- .tiff
  - .xts
  - .ss
  - dpi
- \_\_\_11. The most common file format used for photographs on Web pages is \_\_\_\_\_.
- .GIF
  - .JPEG
  - .PNG
  - .TIFF
- \_\_\_12. \_\_\_\_\_ is a formatting language that tells the browser how to display text and images.
- HTML
  - JavaScript
  - Perl
  - URL

To display the text World Wide Web as bold text, you would type the tags as follows:\_\_\_\_\_.

- <B>World Wide Web
- <IMPACT>World Wide Web</IMPACT>
- <BOLD>World Wide Web</BOLD>
- <B>World Wide Web</B>

Each Web page on a Web site has a unique address called a(n) \_\_\_\_\_.

- Tag
- FTP
- URL
- Hypertext Transfer Protocol

What is an example of a Web Browser? **(Circle all that apply)**

- Napster
- Internet Explorer
- Instant Messenger
- Netscape

# Computer Skills Assessment

## Post-Test YET Program

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Grade: \_\_\_\_\_  
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