PENN STATE NEEDS ASSESSMENT SURVEY

This survey has been designed to determine your skill level in this particular computer application area. Please indicate which areas you are familiar and/or comfortable with by choosing one of three responses.

No means *I lack any knowledge of this topic*
Somewhat means *I am familiar with this topic, but not comfortable*
Yes means *I understand this topic and can use it*

Introduction to Windows	**No**	**Somewhat**	**Yes**
Using the mouse			
Identifying components of the Windows 2000 screen			
Using the Start button			
Moving, sizing and scrolling windows			
Using the My computer icon			
Observing resources through Network Neighborhood			
Making Shortcuts on the Desktop			
Using the Help feature			
Create and edit a document in WordPad			
Switching between programs			
Using paint			
Copying, cutting, and pasting with the Clipboard			
Using the Windows Explorer			
Sorting and finding documents			
Creating folders and moving documents			
Formatting a diskette			
Using the Recycle Bin to delete and restore documents			
Using the Shut Down command			
14 Yes responses needed for subject mastery			