

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*

Microsoft Outlook	No	Somewhat	Yes
Understand the basics of e-mail			
Create & Send messages			
Create & Use Personal Distribution Lists			
Attach files as file or text			
Create and use an AutoSignature			
Sort messages, Find messages			
Filter messages			
Customize the way messages are viewed			
Schedule personal appointments			
Schedule recurring events			
Create meeting requests			
Send and respond to meeting requests			
Import & create contacts			
Utilize contacts with merge opportunities			
Create, edit, and delete an electronic post-it			
Create and edit tasks			
12 Yes responses needed for subject mastery			