

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 Word Introduction	No	Somewhat	Yes
Creating and saving a document			
Understanding word-wrap and scrolling			
Accessing help by help menu and help button			
Deleting and inserting text			
Copying and moving text			
Searching and replacing text			
Previewing and printing a document			
Using character formatting			
Changing font type and size			
Using borders and bullets			
Creating and modifying a simple table			
Adjusting margins			
Creating headers and footers			
Using Spellcheck and Thesaurus			
Using page breaks and page numbering			
Setting tabs and specifying line spacing			
12 Yes responses needed for subject mastery			