

## 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*

<b>Integrating Applications and Binder</b>	<b>No</b>	<b>Somewhat</b>	<b>Yes</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic Knowledge of the Windows Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use more than one Microsoft Application (ex, Word, Excel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Copy and Paste (with menu and drag and drop)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert Files into applications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Embed data from one application to another	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Link data from one application to another	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit embedded or linked objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to create a Binder using the program "Office Binder"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create sections in Binder and Save an Office Binder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hide, delete, rename and print sections in Binder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply spell checker, page numbering, headers, footers in Binder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set file properties for the active binder or section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add a new document to a binder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add an existing document to a binder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hide or show sections of binder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Save sections of binder as separate documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create a binder template	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How to unbind sections in Binder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>14 Yes responses needed for subject mastery</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>