



Skills Assessment Form

Use the following form to gauge your understanding of the **Windows** operating system. For each skill listed, rate your familiarity from 1 to 3. A one (1) indicating that you are wholly unfamiliar with that skill and a three (3) indicating that you understand that skill fully.

Course Level	Skill	1 Wholly Unfamiliar	2 Somewhat Familiar	3 Very Familiar
Level 1	Identify the Windows desktop components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Describe and use the Start Menu components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Manipulate windows (size, position, cascade, tile)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Access and use Help to find step-by-step instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Multi-task with several open windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Navigate the Windows folder hierarchy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use My Computer to access local resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Create, copy, move, delete Folder objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use My Network Places to access remote resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use Windows Explorer to manage files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Copy and move files from folder to folder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use the Find command to locate objects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Manage the Recycle Bin (delete, purge, restore)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Identify common application program attributes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Customize the Desktop (shortcuts, display)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Pin items to the Start Menu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Change configurable hardware settings (i.e. mouse)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Add and remove software programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Level 2	Customize the Start Menu, task bar and folder views	<input type="checkbox"/>	<input type="checkbox"/>
Change file attributes		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create file associations		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add printers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create user accounts/profiles		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use System Restore		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Disk Cleanup & Disk Defragmenter		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Backup		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Share folders, files and resources on a network		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Map a network drive		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit Multi-media (Windows Movie Maker)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use TaskManager		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>