



Basic Computer Training Assessment Form
Created by Naomi A. Tucker



Name: _____

Date: _____

Place: Elcam Community Center Saint Marys, Pennsylvania

Key Codes: $\sqrt{\quad}$ - Can perform the task independently W/A – Can perform the task with assistance
W – Currently working on the task _____ – Did not cover the task yet N/A – Not applicable

Basic Computer Training Areas:

1. Identifying Computer Equipment (Computer Hardware):

- _____ Monitor
- _____ Keyboard
- _____ (Desktop or Tower) CPU
- _____ (Mouse or Trackball) Pointing Device
- _____ External Speakers
- _____ Headphones
- _____ Printer
- _____ Scanner
- _____ Digital Camera

Computer Safety:

- _____ Sits upright and uses the backrest to support his/her body
- _____ Adjusts monitor or chair so his/her face is parallel with the monitor
- _____ Rests his/her feet firmly on the floor
- _____ Positions pointing device immediately to the left or to the right of the keyboard
- _____ Places used items in the work area to the left or to the right of the keyboard and pointing device
- _____ Does not place food or drinks on or near the computer equipment

2. Turning On the Computer:

- _____ Step 1: Presses in the button on the (Desktop or Tower) CPU
- _____ Step 2: Presses in the button on the monitor

3. Using the Mouse:

- _____ Identifies the mouse pointer
- _____ Identifies the insertion point
- _____ Identifies the left mouse button
- _____ Identifies the right mouse button

Basic Mouse Techniques:

Click

- _____ Step 1: Presses down the left mouse button 1 time quickly
- _____ Step 2: Releases the left mouse button

Double-click

- _____ Step 1: Presses down the left mouse button 2 times quickly
- _____ Step 2: Releases the left mouse button

Drag and drop

- _____ Step 1: Positions mouse pointer over the icon or graphic
- _____ Step 2: Presses and holds down the left mouse button while moving the icon or graphic to a new location
- _____ Step 3: Releases the left mouse button

Right click

- _____ Step 1: Presses down the right mouse button
- _____ Step 2: Releases the right mouse button

Pointing Device Safety:

- _____ Uses whole arm and shoulder to move the mouse
- _____ Keeps his/her wrist in a straight and neutral position while using the mouse

4. Using the Keyboard:

Identifying Traditional Keyboard Keys:

- _____ Main keys
- _____ Arrow keys
- _____ Numeric keys
- _____ Function keys

Identifying Keyboard Functions:

- _____ Esc key
- _____ Windows key

Using Keyboard Functions:

- _____ Presses the Esc key to quit a program
- _____ Presses the Windows key to open the Start menu

Using Main Keys:

- _____ Holds down the Shift key while she/he types a letter so he/she types a capital letter
- _____ Presses down the Caps Lock key to type all capital letters
- _____ Presses the Space bar to add a space between characters
- _____ Presses the Backspace key to delete a character to the left
- _____ Presses the Delete key to delete a character to the right
- _____ Presses down the Enter key to begin a new paragraph

Keyboard Safety:

- _____ Presses the keys gently when he/she types
- _____ Holds a straight, neutral wrist position while he/she types

5. Identifying Storage Media:

- _____ Diskette
- _____ CD

6. Using the Diskette Drive:

Inserting a Diskette into the Diskette Drive:

- _____ Step 1: Holds the diskette with the label facing up and the arrow pointing toward the diskette drive
- _____ Step 2: Gently pushes the diskette into the diskette drive on the CPU

Removing a Diskette from the Diskette Drive:

- _____ Step 1: Gently pushes in the button next to the diskette drive on the CPU

Diskette Safety:

- _____ Does not remove the diskette from the diskette drive when the drive is reading from or writing to it
- _____ Stores the diskette in a storage case when he/she is not using the diskette

7. Using the CD Drive:

Inserting a CD into the CD Drive:

- _____ Step 1: Gently pushes in the button under the CD drive on the CPU
- _____ Step 2: Holds the CD with the label facing UP
- _____ Step 3: Gently places the CD into the CD drive on the CPU
- _____ Step 4: Gently pushes in the button under the CD drive on the CPU

Removing a CD from the CD drive:

- _____ Step 1: Gently pushes in the button under the CD drive on the CPU
- _____ Step 2: Removes the CD from the CD drive on the CPU
- _____ Step 3: Gently pushes in the button under the CD drive on the CPU

CD Safety:

- _____ Stores the CD in a storage case when he/she is not using the CD

8. Using Headphones:

- _____ Step 1: Turns the Volume button to the right on the external speaker to turn on external speakers
- _____ Step 2: Plugs headphones into headphone jack on the external speaker
- _____ Step 3: Adjusts headphones to fit head comfortably
- _____ Step 4: Wears headphones while playing an interactive game on the computer
- _____ Step 5: Removes headphones when finished playing an interactive game on the computer
- _____ Step 6: Unplugs headphones from headphone jack on the external speaker
- _____ Step 7: Turns the Volume button to the left on the external speaker to turn off external speakers

9. Adjusting Volume on the Speakers:

Turning Up the Volume on the Speakers or the Headphones:

- _____ Step 1: Turns the Volume button clockwise on the external speaker to turn up the volume

Turning Down the Volume on the Speakers or the Headphones:

- _____ Step 1: Turns the Volume button counterclockwise on the external speaker to turn down the volume

10. Using the Printer:

Turning On the Printer:

- _____ Step 1: Presses in the ON/OFF button on the printer

Loading Paper into Printer:

- _____ Step 1: Loads paper into the tray of the printer

Turning Off the Printer:

- _____ Step 1: Presses in the ON/OFF button on the printer

11. Turning Off the Computer:

- _____ Step 1: Positions mouse pointer over the Start button on the monitor screen (desktop)
- _____ Step 2: (Clicks) Presses down the left mouse button 1 time quickly and then releases the left mouse button
- _____ Step 3: Positions mouse pointer over the option Shut Down...
- _____ Step 4: (Clicks) Presses down the left mouse button 1 time quickly and then releases the left mouse button
- _____ Step 5: Positions mouse pointer over the OK button on the Shut Down Windows window
- _____ Step 6: (Clicks) Presses down the left mouse button 1 time quickly and then releases the left mouse button
- _____ Step 7: Presses in the button on the monitor