

**ANDREWS UNIVERSITY COMPUTER COMPETENCY - ASSESSMENT INFORMATION
SKILL SECTION**

NAME: _____

E-MAIL: _____ PHONE: _____

The following questionnaire provides an opportunity to evaluate your computer knowledge and skills for success in taking the Computer Literacy Exam. Given your past computer usage, please indicate the response most appropriate.

<u>Category</u>	<u>Number of Times You Have Done This</u>				
<i>Word 2007</i>	<i>0</i>	<i>1-3</i>	<i>4-6</i>	<i>7-10</i>	<i>11+</i>
Formatting Text (font size, color, typeface)	___	___	___	___	___
Use Spell Checking	___	___	___	___	___
Set Margins	___	___	___	___	___
Insert Footnotes/Endnotes	___	___	___	___	___
Insert Page Numbers	___	___	___	___	___
Insert a Graphic	___	___	___	___	___
Insert a Watermark	___	___	___	___	___
Insert a Table	___	___	___	___	___
Join and Split Cells	___	___	___	___	___
Insert an Outline	___	___	___	___	___
 <i>PowerPoint 2007</i>					
Add/Delete Slides	___	___	___	___	___
Rearrange Slides	___	___	___	___	___
Add Animations	___	___	___	___	___
Add Transitions	___	___	___	___	___
Add and Resize ClipArt	___	___	___	___	___
Add and Resize Word Art	___	___	___	___	___
Create Bulleted Slides	___	___	___	___	___
Create Title Slides	___	___	___	___	___
Create Organizational Chart Slides	___	___	___	___	___
Create Table Slides	___	___	___	___	___
Apply a Design Template or Theme	___	___	___	___	___
Play a Slide Show	___	___	___	___	___
 <i>Excel 2007</i>					
Enter Data in Cells	___	___	___	___	___
Format Cells (bold, currency, shade, etc)	___	___	___	___	___
Write Formulas (=C3*G17)	___	___	___	___	___
Use Functions (if, lookup, sum, avg)	___	___	___	___	___
Use Statistical Functions (stdev, frequency)	___	___	___	___	___
Create a Chart (pie, bar)	___	___	___	___	___
Sort Data	___	___	___	___	___
Add Lines/Borders	___	___	___	___	___
Add/Delete Rows & Columns	___	___	___	___	___

Number of Times You Have Done This

Access Database 2007

	<i>0</i>	<i>1-3</i>	<i>4-6</i>	<i>7-10</i>	<i>11+</i>
Create a Table from Scratch	___	___	___	___	___
Modify Field Properties (size, validation)	___	___	___	___	___
Create and Run a Single-Criteria Query	___	___	___	___	___
Create and Run a Multiple-Criteria Query	___	___	___	___	___
Create and Run a Statistical Query	___	___	___	___	___
Create and Modify a Form	___	___	___	___	___
Create and Modify a Report	___	___	___	___	___

The Internet

Use a Browser to go to a Web Page	___	___	___	___	___
Use Web Search Engines	___	___	___	___	___
Construct Advanced Search	___	___	___	___	___
Insert Search Result into a Word Document	___	___	___	___	___

Operating System

Create a Folder/Directory	___	___	___	___	___
Maximize a Window	___	___	___	___	___
Minimize a Window	___	___	___	___	___
Restore a Window	___	___	___	___	___
Close a Window	___	___	___	___	___
Switch between Windows	___	___	___	___	___
Move Files to another Place/Drive	___	___	___	___	___