

## Basic Computer Skills Assessment

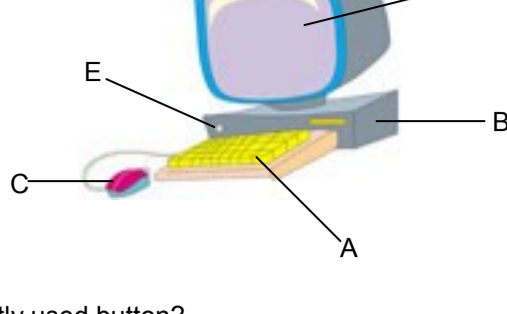
Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

Date: \_\_\_\_\_

Please complete the following questions to evaluate your computer skills.

Match the computer hardware components on the right to the commonly used name on the left.

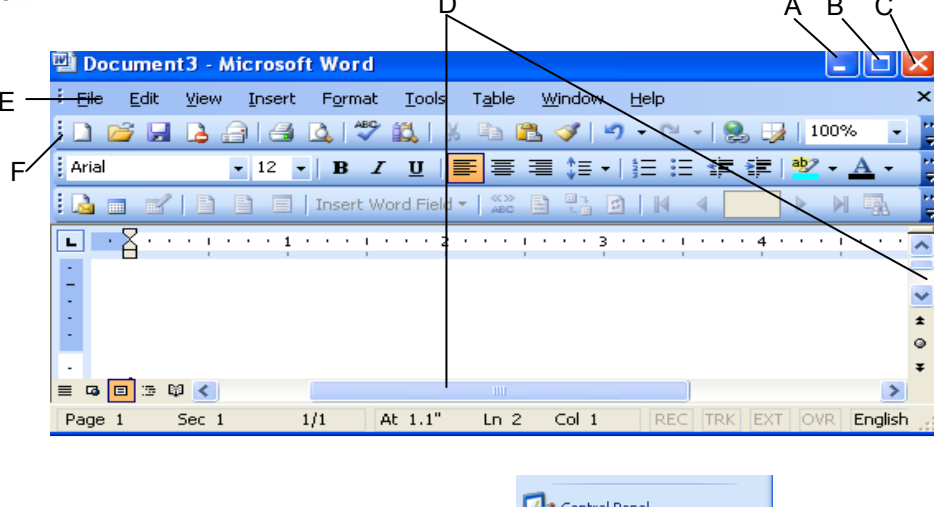
1. \_\_\_\_\_ Power Switch
2. \_\_\_\_\_ Computer Monitor
3. \_\_\_\_\_ Keyboard
4. \_\_\_\_\_ CPU - Central Processing Unit
5. \_\_\_\_\_ Mouse



6. On a standard mouse, which is the most frequently used button?  
A. Left Button    B. Right Button    C. Not Sure
7. When a program instructs you to "double-click," what do you do?  
A. Two slow clicks on either mouse button  
B. One click on the left and one of the right mouse button  
C. Two fast clicks on the left mouse button
8. What do you need to enter before you can access your computer desktop?  
A. Your social security number  
B. Your username and password  
C. Your student ID and a pin number provided by the IS Dept.
9. The appearance of the mouse pointer may change depending on the task you are performing.  
A. True    B. False
10. Your computer desktop includes  
A. Program icons    B. Stapler    C. Taskbar    D. A and C
11. What is an icon?  
A. Arrow that you can move around your desktop  
B. Image or picture associated with a program, application, or function  
C. Name of one of the bars on a window
12. Identify the option you could choose to open a program or application:  
A. Double-click an icon  
B. Click Start/Programs/Application Name  
C. Either of the above  
D. Neither of the above

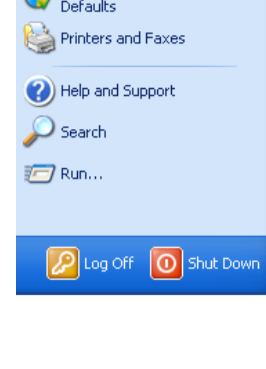
Match the part of the Window diagram below with the corresponding definition on the left.

- 13. \_\_\_ **Button to maximize** or restore window
- 14. \_\_\_ **Button to minimize** window
- 15. \_\_\_ **Button to close** window
- 16. \_\_\_ **Menu Bar:** allows you to make a selection of a function
- 17. \_\_\_ **Tool Bar:** contains icons or buttons that act as a shortcut
- 18. \_\_\_ **Scroll Bar:** used to view information not currently displayed or visible on your screen



- 19. If you forget any of your computer sign-on's or passwords you should:  
A. Call the Security Office      B. Call the IS Helpdesk  
C. Ask your friend if you can use their password

- 20. Which option from the menu to the right would you chose to get assistance with a Windows feature?  
(Please write the correct word) \_\_\_\_\_



Match the key name below (A - E) with the corresponding explanation on the right.

- 21. \_\_\_ Moves the cursor to the beginning of a line of text
  - 22. \_\_\_ Moves the cursor to the end of a line of text
  - 23. \_\_\_ Moves the cursor one screen up
  - 24. \_\_\_ Erases characters to the right of the cursor
  - 25. \_\_\_ Moves the cursor one screen down
- A. Del
  - B. Page Down
  - C. Home
  - D. End
  - E. Page Up

- 26. Once all programs/applications are closed, the **first** step for shutting down your computer is:

- A. Turn off the power switch
- B. Click the Start button
- C. Press the on/off button on the monitor

You have now completed this assessment.

Please return assessment test to EOPS/CARE personnel for scoring.

### Scoring Key

One point for every correct answer

1. E = power switch

2. D = computer monitor

3. A = Keyboard

4. B = CPU

5. C = Mouse

6. A

7. C

8. B

9. True

10. D

11. B

12. C

13. B

14. A

15. C

16. E

17. F

18. D

19. B

20. Help