

Name: _____

Date: _____

Please complete the following questions as accurately as you can.

1. Are you a PC user or a Mac user?

Rate yourself on the following three questions using the scale below.

Rating

1 - Inexperienced

2 - Slightly experienced

3 - Fairly experienced

4 - Very experienced

2. How would you rate yourself as a computer user in general? _____

3. List the brands you're familiar with and rate your experience with each type of device.

Peripheral	Brand/s Used	Rating
Printer		
Scanner		
CD Writer		
Digital Camera		
Projector		

4. List the versions of the programs you're familiar with and rate your experience with each one.

Program	Indicate Version(s) Used	Rating
Microsoft Windows		
Microsoft Word		
Microsoft Access		
Microsoft PowerPoint		
Microsoft Excel		
Microsoft Outlook		
Lotus Notes		
Other e-mail Program		

Internet Explorer		
Other Browser Software		
Fax Program		
Encryption Software		
WinZip		
Other Word Processor		
Other Spreadsheet		
Other Database		
Other Presentation Software		
Remote Access Software		
Video Conferencing		
Online Meeting Software		
Antivirus Software		

Section II

Please answer the following questions.

5. Do you have file organization skills? Are you familiar with creating/maintaining a meaningful folder structure on your hard drive? Give a brief example.

6. Explain, in general terms, how to zip and unzip files and how this capability is used.

7. Are you familiar with search engines? List the search engines you have used.

8. List any formal computer training you have received.

9. What does the concept of "computer security" mean to you?

10. What is a file extension? Give some examples.

11. Explain how to report a computer problem. What information would you give to the help desk?

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- ["10 things you should do before letting users take their laptops out the door"](#) (TechRepublic download)
- ["Presentation: Teach your users to recognize and resist social engineering ploys"](#) (TechRepublic download)
- ["Presentation: Raise user awareness about password security"](#) (TechRepublic download)

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—The TechRepublic Downloads Team