Inservice Day - Pre-Survey

Which operating system do you use at home?

☐ Windows XP

☐ Windows Vista

☐ Windows 7

☐ Windows 8

☐ Mac OSX

☐ I don't know

How would you describe yourself when it comes to using Microsoft Word 2010?

☐ I'm very comfortable with the program.

☐ I know how to do basic tasks.

☐ I don't have any experience with any version of Microsoft Word.

☐ I use a previous version.

☐ I use the Mac version of Microsoft Word.

Which of the following Word tasks are you able to do? (Choose all that apply.)

☐ Copying and pasting

☐ General formatting

☐ Advanced formatting

☐ Using templates

☐ Adding clipart

☐ Creating tables

☐ Creating charts

☐ Creating headers and footers

☐ Saving as a .pdf file

☐ Previewing pages

☐ Printing a document

☐ Using mail merge

How would you describe yourself when it comes to using Microsoft Excel 2010?

☐ I'm very comfortable with the program.

☐ I know how to do basic tasks.

☐ I don't have any experience with any version of Microsoft Excel.

☐ I use a previous version.

☐ I use the Mac version of Microsoft Excel.

Which of the following Excel tasks are you able to do? (Choose all that apply.)

☐ Replacing the contents of a cell

☐ Editing the contents of a cell

☐ Clearing cells

☐ Adjusting column width and row height

☐ Inserting rows and columns

☐ Inserting cells

☐ Deleting rows, columns or cells

☐ Changing borders, shading and text color

☐ Drawing and erasing borders

☐ Aligning cell contents

☐ Entering dates

☐ Entering a sequence of numbers

☐ Creating formulas

☐ Using AutoSum

☐ Print an entire worksheet

☐ Printing a specific part of a worksheet

☐ Repeating rows/columns on every page

☐ Creating charts and graphs with my information

How would you describe yourself when it comes to using Microsoft Powerpoint 2010?

☐ I'm very comfortable with the program.

☐ I know how to do basic tasks.

☐ I don't have any experience with any version of Microsoft Powerpoint.

☐ I use a previous version.

☐ I use the Mac version of Microsoft Powerpoint.

Submit

Which of the following Powerpoint tasks are you able to do? (Choose all that apply.)

- [ ] Creating a new presentation
- [ ] Adding a new slide
- [ ] Changing the slide's color
- [ ] Changing the slide's layout
- [ ] Changing the slide orientation
- [ ] Starting a new line without a bullet
- [ ] Using outline view
- [ ] Rearranging points
- [ ] Changing the font
- [ ] Changing text size
- [ ] Turning bullets on and off
- [ ] Rearranging slides
- [ ] Applying a design theme
- [ ] Changing the background of a slide
- [ ] Adding a footer
- [ ] Creating speaker notes
- [ ] Adding clip art
- [ ] Importing a graphic
- [ ] Resizing graphics
- [ ] Creating a chart
- [ ] Resizing and moving a shape
- [ ] Changing the color or fill pattern of a shape
- [ ] Running a slide show
- [ ] Assigning transition effects
- [ ] Animating an object
- [ ] Changing slide show settings

I have read the competencies in detail.

- [ ] Yes
- [ ] No

Are there any questions you have about the training or the compentencies that you feel we need to address?