



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 competencies that you feel we need to address?