

Using a Computer – Self-Assessment

Completing the below will help you assess your own areas for development. Technology is constantly changing, so keeping up to date will enhance your career/job prospects.

<u>Learning Outcome</u>		<u>Yes</u>	<u>No</u>	
Use a Computer	1a.	Switch the system on and off correctly and safely		
	1b.	Select, load and exit programmes, e.g. Internet Explorer (<i>Google Chrome or Safari</i>)		
	1c.	Use a mouse or laptop pad		
	1d.	Use a memory/USB stick/pen drive confidently.		
Use a word-processing package	2a.	Create a new document.		
	2b.	Check text for accuracy – spellcheck.		
	2c.	More corrections to a document.		
	2d.	Use bold, underline, italics, alignment.		
	2e.	Save a document.		
	2f.	Retrieve a document.		
	2g.	Print a document.		
	2h.	Save and back up documents.		
Use the internet	3a.	Visit a range of websites.		
	3b.	Find one useful or interesting page online and print it.		
	3c.	Use a search engine to find useful information for your job search.		
	3d.	Use the main navigation buttons (back, forward, refresh, home).		
	3e.	Send a receive an email to apply for a job.		
	3f.	Attach and send a document – e.g. CV.		
	3g.	Open and read attached document – e.g. job application		
	3h.	Do you feel confident completing online forms? This may be required by employers.		

Use social media	4a.	(to be developed)		
	4b.	(to be developed)		
	4c.	(to be developed)		
	4d.	(to be developed)		
	4e.	(to be developed)		

Remember: If you do not have a computer at home, there are many community centres that will allow to use their resources for free.

In addition, libraries offer free access to computers, though you may need to book a time slot. (Facilitator's – may need to adapt this information to your own country)