

Basic Computer Skills

This assessment is a tool to assist us in gauging your basic skills and aptitude using Microsoft Windows and Microsoft Office.

There is no scoring system against this test – you will not “pass” or “fail”.

You may take as long as you require to complete the assessment.

- Part 1 has multiple answers for each question. Please circle your answer in each question. If you do not know the answer for a particular question, please do not guess the answer, just leave the question unanswered.
 - Part 2 is a practical test that will be observed. You may ask for assistance if you are unsure how to complete a task.
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Part 1 – Multiple Choice

1. How do you open a program such as Microsoft Word when there are no icons on the desktop?
 - A) Right-click to show all the desktop icons
 - B) Restart the computer
 - C) It is not possible to open a program without desktop icons
 - D) Click “Start” and select the program from the menu
2. Which of the following is NOT a valid alignment option in Microsoft Word?
 - A) Centre
 - B) Justified
 - C) Decimal
3. If you want to save a new copy of a document, which option would be best?
 - A) View → Track Changes
 - B) File → Save As
 - C) File → Save
4. Which of the following are examples of Search Engines?
 - A) Word and Excel
 - B) Internet Explorer and Firefox
 - C) Google and Bing
5. How do you properly turn off a computer?
 - A) Press CTRL + ALT + DELETE
 - B) Unplug the power or turn off the power point
 - C) Click “Shutdown” from the Start menu
6. How do you copy text after highlighting it?
 - A) Right-click and select “Copy”
 - B) Go to the “Edit” menu and select “Copy”
 - C) Press CTRL + C on the keyboard
 - D) Any of the above will work

7. You receive an email unexpectedly with an attachment and you think it might be a virus. Do you:
- A) Open the attachment to see what it is
 - B) Delete it
 - C) Contact IT for assistance
 - D) Save the attachment in case you need it later
8. To re-open a Word document you edited earlier in the day:
- A) Open "My Documents" , find the file then double-click on it
 - B) Open Word, go to File → Recent
 - C) You can't edit a document after you closed it
9. What does the "Reply All" feature do in your email?
- A) Reply to all recipients and the sender of the original email
 - B) Reply to all contacts in your address book
 - C) Reply only to the sender of the original email.
 - D) There is no such feature
10. What key on the keyboard assists in aligning indented text properly?
- A) Space Bar
 - B) Tab
 - C) Control
 - D) Scroll Lock
11. To total the numbers in a column of an Excel spreadsheet, you can:
- A) Use "+" to add each cell together
 - B) Copy the column and paste it using the "Addition" option
 - C) Use the "sum" function
 - D) You can't add numbers together in Excel.
12. Word can automatically create numbered lists for you
- A) True
 - B) False
 - C) Only in Roman Numerals
13. To display page numbers on each page of a document, the best option is:
- A) Headers and Footers
 - B) Insert → Page Break
 - C) Footnotes
14. "Times New Roman", "Arial" and "Verdana" are examples of what?
- A) Websites
 - B) Programs
 - C) Fonts
15. Which of the following statements best describes email?
- A) An immediate and reliable communication tool
 - B) An unreliable communication tool
 - C) A tool for sharing funny stories and photos

--- END OF PART 1 ---

Part 2 – Practical

You will be provided with a computer to complete this part of the assessment. Your progress will be observed. It is OK to not immediately know how to complete the task – your approach to each task is more important.

1. Re-create the attached document in Word to the best of your ability
 - a) Save the document with an appropriate name to S:\Documents
 - b) Using Outlook, email the document you just created to:

ict@example.com
2. Delete the file named “Christmas 1970.jpg” from the Windows desktop.
3. Re-create the attached booking sheet in Excel to the best of your ability.
 - a) Save the spreadsheet to the USB Key provided and give the USB key to your host.
4. Find the phone number for McDonalds Some Town.
5. Save the attachment sent to you from Michael in your documents.
6. In Outlook, create a folder under the Inbox for each person who has sent you an email, then file those emails into their proper folders.
7. Take a screenshot of your computer and email it to the address in Step 1 above.
8. Shutdown the computer and turn it off.

Samantha Carter
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08/07/14

Dr Daniel Jackson
123 Smith Street
Knoxfield, Vic 3187

Dear Dr. Jackson,

Please see below for prices you requested. **Please note these prices reflect the standard discount applied to your account.**

Item	Price
Widgets	\$1.23
Foobar	\$99.95

We hope this is all the information you require.

Kind Regards,

Samantha Carter