

## Pre Training Assessment Basic Computer Skills

At Ardito, our commitment is to help you increase your computer skills through interesting and effective training sessions. Please help us ensure your training needs are met by completing the information on this sheet and returning it to your manager, or directly to us at the contact below.

<b>Name:</b>		<b>Date:</b>	
<b>Company:</b>		<b>Phone:</b>	

Please indicate which of the following tasks you feel confident about by ticking the relevant boxes.

### Windows Operation

- Turn on/off PC
- Control applications from the Task bar (i.e. Start menu button)
- Organise files and folders with Windows Explorer
- Create, move, copy, and paste files and folders
- Rename and delete files and folders
- Access Windows Help feature

### Excel Essential Skills

- Open, create, edit, and save a workbook
- Enter and edit information in a worksheet
- Navigate worksheets and workbooks (e.g. select cells and cell ranges).
- Perform basic calculations on worksheet data.
- Manipulate worksheet data (e.g. copy, move, and paste).
- Format the contents of a worksheet.
- Prepare, set up, and print information.

### Word Essential Skills

- Open, create, edit, and save a document
- Manage documents, access help, and make simple editing changes.
- Format characters or text.
- Change the page layout and view options
- Insert page numbers, headers and footers onto the document
- Change paragraph formatting.
- Spell check the entire document.
- Preview and print your document.

### Outlook and Internet Essential Skills

- Send and receive email messages.
- Manage email folders and messages.
- Attach a file to an email
- Set an appointment in the Outlook calendar
- Open the web browser to surf the internet
- Search information using search engines like Google, Yahoo, or Bing
- Bookmark a webpage

**Submit your completed form:**

Email as an attachment to [admin@ardito.co.nz](mailto:admin@ardito.co.nz)