

SKILLS INVENTORY

NAME: _____ LEVEL: _____ SECTION: _____

Instructions:

Check the items below that you know how to do.

As you learn how to do the remaining items, write the date and the name of the person who taught you.

I.	Word Processing (MS Word)	Know how to do
1	Create a new document	
2	Open an existing document	
3	Save a document	
4	Close a document	
5	Set and change margins	
6	Type, insert and delete text	
7	Preview a document	
8	Copy or cut and paste text	
9	Copy or cut and paste graphics	
10	Print a document	
11	Make columns (like in a newspaper)	
12	Make tables	
13	Change font style and size	
14	Bold text	
15	<i>Italicize</i> text	
16	<u>Underline</u> text	

II.	Internet	Know how to do
1	Do a web search using key words	
2	Go to a web site address	
3	Print specific pages (instead of the whole web page document)	
4	Read and guess web site addresses	
5	Record your sources	
6	Navigate with the browser	

III.	MS Power Point	Know how to do
	1	Start Power Point
	2	Start a new blank document
	3	Start a new slide
	4	Enter text
	5	Add presenter notes
	6	Add a design template
	7	Add a Power Point graphic
	8	Import a graphic from the web or another file
	9	Look at your project using the different views options
	10	Save your presentation
	11	Print in different view options
	12	Close your presentation
	13	Site your sources accurately in a slide at the end of your presentation

IV.	E-mail (AUS E-mail)	Know how to do
	1	Open your AUS e-mail account
	2	Check your In-Box for mail / Receive a message
	3	Open an attachment in a received message
	4	Send a message
	5	Reply to a message
	6	Send an MS word document as an attachment
	7	Print a message
	8	Delete a message

V.	E-mail (Hotmail, Yahoo or another free service)	Know how to do
	9	Open a <i>hotmail</i> or <i>yahoo</i> account
	10	Send an attachment with a message
	11	Use folders
	12	Use the address book