

## Technology Skills Inventory

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**Check :** Yes No

I know how to turn on/off the computer.	✓	
I know how to open a software program.	✓	
I know how download/upload programs from the internet	✓	
I know how to create/organize folders/files on my computer's hard drive	✓	
I know how to save a file.	✓	
I know how to safely name the document	✓	
I know how to print a document.	✓	
I know how to apply <b>bold face</b> to text.	✓	
I know how to apply <i>italics</i> to text.	✓	
I know how to <u>underline</u> text.	✓	
I know how to change <b>font</b> size.	✓	
I know how to change <b>font color</b> .	✓	
I know how to <b>highlight</b> text.	✓	
I know how to use <b>WordArt</b>	✓	
I know how to insert a clipart image	✓	
I know how to insert the hyperlink	✓	
I know how to copy/paste/save an image from the web	✓	
I know how to <b>Format</b> a document, Use "cool" frames	✓	
I know how to use shapes, lines, Text Box to create appealing posters, learning materials, etc.	✓	
I know how to scan documents and save them on the hard/flash drive	✓	
I am experienced with the internet.	✓	
I know how to upload/download doc and attach it to the e-mail	✓	
I know how to use search engines/I know how to bookmark/organize sites in my favorites	✓	
I know what <b>Web 2.0 means</b>	✓	
Please check the software you have used in the past:		
Excel	Power Point ✓	Netscape
Word ✓	Publisher	Internet Explorer ✓

**Provide a few items of the plan for learning about what you are not familiar with here:**

Even though I checked as yes how to organize files in folders, sometimes I am having problems. I am using windows vista and sometimes I can't find what I am looking for. Only if I go to recent places, I come across with my document. Tonight, I came across with another problem. I was not able to save as a pdf file. It asked me to download Microsoft save as pdf or xps. I did try to install, however I was not able to. It requires customer validation which I am not familiar what it means. I learned in the past how to bookmark, but I realized not all I learned seems easy to use. I am hoping to refresh my knowledge and add more through this class.