

## 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** with by placing a “√” in 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)

**Or**

Fax document on **07 857 0771**  
Attention – Administration