TIP SHEET: BASIC COMPUTER SKILLS QUIZ

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Staff should have basic computer skills to be successful with entering data and navigating the electronic health record – SanWITS. The below quiz is to test computer competency.

Directions: Circle the appropriate answer. NOTE: Five or more "No" answers typically indicate that the user will have challenges with the system.

Background

1) Do you own or have convenient local access to a computer with an Internet connection?

Yes   No

2) Can you identify the hardware components of a computer (ex. keyboard, mouse, monitor, etc.)?

Yes   No

3) Can you turn on a computer, and shut it down appropriately?

Yes   No

Using a Mouse and Keyboard

4) Can you create a new folder on the desktop and rename it?

Yes   No

5) If there were contents within that folder, would you be able to use the View Menu options to see them presented in many different ways (ex. icons, list, details, etc.)?

Yes   No

6) Can you open an application, change its length and width, maximize it, and move it anywhere on the screen?

Yes   No

7) Can you open multiple applications, minimize them, and then reopen them from the task bar?

Yes   No

8) Can you close out of an application?

Yes   No

Word Processing

9) Can you open a word processing file?

Yes   No

10) Do you understand the difference between "save" and "save as"?

Yes   No

11) Can you save a word processing file to the desktop?

Yes   No

12) Would you be able to move the word processing file you saved in question 11 into the new folder you created in question 4?

Yes   No

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13) Can you touch-type using all ten fingers?

Yes   No

14) Can you type a block of text, highlight it, and copy it three different ways:
   -Right click and select "copy"
   -Using the "hot keys" (control-C)
   -Selecting "copy" from the "edit" menu?

Yes   No

15) Can you place the cursor into a document and paste a block of text three different ways:
   -Right click and select "paste"
   -Using the "hot keys" (control-V)
   -Selecting "paste" from the "edit" menu?

Yes   No

16) Can you locate and use the following keys: return/enter, space, tab, backspace, delete, shift, and caps lock?

Yes   No

17) Can you use the spell checker, and do you realize its limitations?

Yes   No

18) Can you change the font style and size?

Yes   No

19) Can you underline a word and make it bold?

Yes   No

20) Can you center text?

Yes   No

21) Can you use the "undo" command?

Yes   No

22) Can you change from single space to double space?

Yes   No

23) Can you insert a dot point?

Yes   No

24) Can you change the margins and the orientation (portrait to landscape) of a page?

Yes   No

25) Can you print preview and print a document?

Yes   No