

# Essential Skills Training

## Computer Use Questionnaire

Name \_\_\_\_\_

1. Choose the word that best describes your computer use:  
 Never  Rarely  Occasionally  Frequently
2. Have you ever used Word Processing software like Microsoft Word?  
 Never  Rarely  Occasionally  Frequently
3. Have you ever used Spreadsheet software like Microsoft Excel?  
 Never  Rarely  Occasionally  Frequently
4. Have you ever used Presentation software like Microsoft PowerPoint?  
 Never  Rarely  Occasionally  Frequently
5. Do you type using the 2 hand *home row* technique?  
 Yes  No



6. Do you have an email account?  
 Yes  No

7. Place an **X** in the column that best describes how familiar you are with email.

Email	not very familiar	somewhat familiar	very familiar
Email basics – how it works			
Setting up an email account			
Send, Respond and Manage Email			
Send and Download Email Attachments			
Email Terms and Do and Don'ts			
Spam and Phishing			

8. Place an **X** in the column that best describes how familiar you are with computers.

<b>Computers</b>	<b>not very familiar</b>	<b>somewhat familiar</b>	<b>very familiar</b>
Types of Computers + How they Work			
Parts of a Computer (e.g.: case, monitor)			
Parts of a Keyboard (key functions)			
Parts Inside a Desktop Computer			
Setting up a Computer			
The Ports on a Computer			
Using a Mouse			
The Computer Operating System			
The Windows Operating System			
What Is a Software Application			
Common File Types			

9. Place an **X** in the column that best describes how familiar you are with the Internet.

<b>Internet</b>	<b>not very familiar</b>	<b>somewhat familiar</b>	<b>very familiar</b>
How the Internet Works			
Connecting to the Internet			
Internet Safety – Understanding Threats			
Internet Safety – Protecting your Computer			
How to create strong Internet Passwords			
Web Browser Features			
Search Engine Strategies, Types of Web Sites			
How to Judge Online Information			

10. Please answer the following questions:

- a. What frustrations/challenges do you have with computer use?  
\_\_\_\_\_
- b. What software would you like to learn?  
\_\_\_\_\_
- c. Have you participated in Zoom meetings (or a similar platform), Skype or FaceTime? If so, which one(s)?  
\_\_\_\_\_
- d. Have you ever used Dropbox? \_\_\_\_\_ If so, how familiar are you with it?  
\_\_\_\_\_
- e. Which of the following technology 'tools' do you have access to for the purpose of learning?
- Computer
  - Tablet
  - Cellphone
  - Printer
  - Other
- f. Do you have any questions about computer use?  
\_\_\_\_\_

Please return this questionnaire, using whichever method is convenient (eg. Email answers, email screenshot of paper copy, paper copy) to Grant Plett

([gplett@esmanitoba.ca](mailto:gplett@esmanitoba.ca)) or Shirley Nash ([snash@esmanitoba.ca](mailto:snash@esmanitoba.ca)) at Essential Skills Manitoba, 111 Lombard St.