

Basic Computer Skills

This assessment is a tool to assist us in gauging your basic skills and aptitude using Microsoft Windows and Microsoft Office.

There is no scoring system against this test – you will not “pass” or “fail”.

You may take as long as you require to complete the assessment.

- Part 1 has multiple answers for each question. Please circle your answer in each question. If you do not know the answer for a particular question, please do not guess the answer, just leave the question unanswered.
 - Part 2 is a practical test that will be observed. You may ask for assistance if you are unsure how to complete a task.
-

Part 1 – Multiple Choice

1. How do you open a program such as Microsoft Word when there are no icons on the desktop?
 - A) Right-click to show all the desktop icons
 - B) Restart the computer
 - C) It is not possible to open a program without desktop icons
 - D) Click “Start” and select the program from the menu
2. Which of the following is NOT a valid alignment option in Microsoft Word?
 - A) Centre
 - B) Justified
 - C) Decimal
3. If you want to save a new copy of a document, which option would be best?
 - A) View → Track Changes
 - B) File → Save As
 - C) File → Save

4. Which of the following are examples of Graph Objects?

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Tim Collins

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the name bar.

Basic Computer Skills Test:

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Adults, Computers and Problem Solving What's the Problem? OECD,2015-06-23 The report provides an in depth analysis of the results from the Survey of Adult Skills related to problem solving in technology rich environments along with measures concerning the use of ICT and problem solving **Library of Congress Subject Headings** Library of Congress,2004

Go-Live: Smart Strategies from Davies Award-Winning EHR Implementations Margaret Schulte, DBA, FACHE, CPHIMS, Editor,2011-05-06 Library of Congress Subject Headings Library of Congress. Cataloging Policy and Support Office,2006

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