# Tech skills audit - self-assessment

Questions

**Please rate your tech skills using the following values. (E) means it is an essential skill for your studies with us.**

**Please score the elements in each section as follows:**

1. Don't know how to do it (1 point).
2. I can do it but not well (2 points)
3. I can do it but need to practice (3 points)
4. I can do it well (4 points)
5. **Using the computer**
	1. Turning the computer on and off (E) \_\_\_\_
	2. Opening and closing apps on the laptop or desktop (E) \_\_\_\_
	3. Highlighting and selecting from a menu or a group of icons, by using a mouse or a trackpad and use this skill to move between apps (E) \_\_\_\_
	4. Printing out documents, select and use a network or standalone printer (E) \_\_\_\_
	5. Saving and filing a document within a folder structure (E) \_\_\_\_
	6. Using toolbars, drop-down menus and dialogue boxes \_\_\_\_
	7. Cutting, copying, and pasting text, pictures or numbers across apps (E) \_\_\_\_
	8. Using interactive help in any app to find out how to do something (E) \_\_\_\_
	9. Using accurate terms to refer to computer apps or hardware (E) \_\_\_\_

**Score of 9-18**: You do not yet have the basic skills that are required for your studies with us and will need to become a competent digital learner. Some self-study resources can be found in the list below:

* [Practice your mouse skills with some fun games](https://mouse-practice.com/games/)
* [Brush up on your computer terminology on the website ‘Webopedia](http://www.webopedia.com/)’ you can also use it to search any terms which are unfamiliar to you
* Learn about [the file system concept in this short video](https://youtu.be/mzUyMy7Ihk0)
* Study [this tutorial about File Explorer in Windows](https://www.diskpart.com/windows-10/get-help-with-file-explorer-win-10-1984.html)

**Score of 19-27**: You have some basic skills, but you are not to make the most of your studies with us. Some self-study resources can be found in the list below:

* [Brush up on your basic computer skills](https://edu.gcfglobal.org/en/computerbasics/) with these series of self-study tutorials
* [Learn user interface terms for any app to get good tech support](https://careerfoundry.com/en/blog/ui-design/ui-element-glossary/) by asking accurate questions
* Improve your [keyboard skills with this typing tutor online](https://www.typingclub.com/)

**Score of 28-36**: You have all the basic skills for university study but you will need more than basic skills to be an effective online learner, the rest of the audit will offer a score on further skills and also offer more resources.

1. **Using word processing for your assignments**
	1. Using Microsoft Word to create and edit basic text documents (E)
	2. Using the ribbon for editing documents by selecting font size and style, etc. (E)
	3. Inserting headers and footers and page numbers into a document (E)
	4. Creating a table of contents
	5. Creating and formatting tables to display information within a document
	6. Adding hyperlinks to websites within a document (E)
	7. Incorporating charts into a document
	8. Understand the purpose of different file formats and able to export files

**Score of 8-16**: You are a Word novice and will need to improve your skills to make the most of your studies with us. Some self-study resources can be found in the list below:

* + - [Microsoft Tutorials are your best source for learning](https://support.microsoft.com/en-us/office/word-for-windows-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73), set aside time for self-study and practice

**Score of 17-24**: You have the basic skills to word process assignments but will benefit from [running through the Microsoft tutorials](https://support.microsoft.com/en-us/office/word-for-windows-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73) at least once.

**Score of 25-32**: You are an advanced user of Word and have the skills to produce documents to a high standard. You can keep your skills sharp and up to date by using [LinkedIn Learning](https://www.linkedin.com/learning-login). Just Log in with your student credentials and you are ready to learn.

1. **Handling information using spreadsheets** \_\_\_\_
	1. Creating a spreadsheet in Microsoft Excel \_\_\_\_
	2. Entering labels and numerical data into cells \_\_\_\_
	3. Entering formulae into cells and apply them to selected ranges of cells \_\_\_\_
	4. Using Excel tools to add up totals on a spreadsheet \_\_\_\_
	5. Using filters to display data within a spreadsheet \_\_\_\_
	6. Using Excel data to produce simple graphs and charts \_\_\_\_
	7. Print in desired format different element of a file \_\_\_\_
	8. Can use some Excel keyboard shortcuts \_\_\_\_

**Score of 8-16**: You are an Excel novice, below are some resources to help you improve:

* [Microsoft Tutorials self-study](https://support.microsoft.com/en-us/office/excel-video-training-9bc05390-e94c-46af-a5b3-d7c22f6990bb) time needs to be scheduled in your diary. These tutorials are kept updated and are scaffolded well for learning in small chunks.
* [LinkedIn learning](https://www.linkedin.com/learning/paths/getting-started-with-microsoft-excel?u=56746241) will help you improve further and keep your skills updated.
* [The Tik Tok Excel Dictionary](https://www.tiktok.com/%40exceldictionary/) is always a fun way to learn quick tips.

**Score of 17-24: You have all the basic skills in Excel. You can always benefit from scheduling some self-study time to refresh your skills:**

* [LinkedIn learning](https://www.linkedin.com/learning/) will help you improve further and keep your skills updated. Just sign in and search for what you need to learn.
* The [Tik Tok Excel Dictionary](https://www.tiktok.com/%40exceldictionary/) is always a fun way to learn quick tips.

**Score of 25-32**: You are an advanced user of Excel. Review resources for previous scores to refresh your skills, and [review this Shortcuts List](https://support.microsoft.com/en-us/office/keyboard-shortcuts-in-excel-1798d9d5-842a-42b8-9c99-9b7213f0040f) there may be some you don’t yet use.

1. **Using the internet**
	1. Understand what a browser is and how to use different browsers \_\_\_\_
	2. Searching for information using search engines such as Google, search text for words or phrases (E) \_\_\_\_
	3. Planning and implementing an advanced search (including the use of inverted commas (“”) and logical operators such as AND, OR, IF/THEN etc.) (E) \_\_\_\_
	4. Downloading files from the internet from different browsers (E) \_\_\_\_
	5. Organizing websites, bookmarks and favourites for easy reference \_\_\_\_
	6. Communicating with others through social media and forums \_\_\_\_
	7. Composing, sending and receiving emails (E) \_\_\_\_
	8. Attaching files to e-mails (E) \_\_\_\_

**Score of 8-16**: You are a novice at using the Internet, you will need to study the basic concepts of it and learn how to use it for educational and not just social purposes:

* + - Go through this [introductory tutorial](https://edu.gcfglobal.org/en/internetbasics/) to understand Internet Basics
		- Take time with [this short video to learn internet terms](https://youtu.be/Po2bKCeDRfs)
		- You can access [LinkedIn Learning](https://www.linkedin.com/learning/working-and-collaborating-online?trk=course_title&upsellOrderOrigin=default_guest_learning) which offers a course titled 'Working and collaborating online' which will give you a more in-depth grounding
		- This website titled [How to search on Google offers simple tips on searching,](https://support.google.com/websearch/answer/134479?hl=en) scroll to the end for more advanced follow up resources on the site

**Score of 17-24:** You have good internet skills, but could hone some more advanced skills:

* Find out more about searching at the Open University, with this tutorial on [Advanced Search Techniques.](https://www.open.ac.uk/libraryservices/documents/advanced-search-techniques.pdf)
* [This course on Information Literacy](https://www.linkedin.com/learning/information-literacy) will take your skill to the next level. It is on LinkedIn Learning so you will need to sign in with your student credentials.

**Score of 25-32**: You are an advanced user of the Internet. You might look to consolidate and [extend your skills and knowledge by scheduling self-study time with the Web Literacy book](https://open.umn.edu/opentextbooks/textbooks/454) by Mike Caulfield. An Open Textbook available on several formats for free.

1. **Using files and folders**
	1. Creating files and folders (E) \_\_\_\_
	2. Copying and moving files into different folders for storage (E) \_\_\_\_
	3. Locating a file or folder (E) \_\_\_\_
	4. Storing files in One Drive or on your local computer file system as needed (E) \_\_\_\_
	5. Being aware of different file formats when saving files (JPEG etc.) \_\_\_\_
	6. Using the most appropriate format for a given assignment \_\_\_\_
	7. Compressing large files \_\_\_\_
	8. Naming files using file naming conventions \_\_\_\_

**Score of 8-16:** You have limited experience with files and folders and will need to schedule self- study time to be able to fulfil course requirements:

* [Managing and organising your computer files is a tutorial](https://www.makeuseof.com/tag/creating-order-chaos-9-great-ideas-managing-computer-files/) that offers a good grounding
* [You will need to understand how to use One Drive](https://support.microsoft.com/en-us/office/what-is-onedrive-work-or-school-10f5c3fd-b0f6-40e2-9059-04735ffe01b7) and Microsoft Offers a good Tutorial
* [How to Zip and Unzip Files](https://support.microsoft.com/en-us/windows/zip-and-unzip-files-8d28fa72-f2f9-712f-67df-f80cf89fd4e5) is a useful skill when you have large files to handle

**Score of 17-24:** You can manage files and folders adequately but could do with honing your skill level:

* [Managing and organising your computer files is a tutorial](https://www.makeuseof.com/tag/creating-order-chaos-9-great-ideas-managing-computer-files/) that offers a good grounding
* [You will need to understand how to use One Drive](https://support.microsoft.com/en-us/office/what-is-onedrive-work-or-school-10f5c3fd-b0f6-40e2-9059-04735ffe01b7) and Microsoft Offers a good Tutorial
* [How to Zip and Unzip Files](https://support.microsoft.com/en-us/windows/zip-and-unzip-files-8d28fa72-f2f9-712f-67df-f80cf89fd4e5) is a useful skill when you have large files to handle

**Score of 25-32:** You are skilled in the use of files and folders but make sure you keep updated on changes to the operating system and use shortcuts to speed up navigation.

1. **PowerPoint Presentation Skills**
	1. Create and manage a simple presentation with text and images (E) \_\_\_\_
	2. Delivering a presentation using a computer connected to a screen in class \_\_\_\_
	3. Insert and format text shape and images \_\_\_\_
	4. Change slide transition effects \_\_\_\_
	5. Add header and footer to slides (E) \_\_\_\_
	6. Put a video into a PowerPoint slide \_\_\_\_
	7. Use lists (E) \_\_\_\_
	8. Add and record Audio in your presentation \_\_\_\_

**Score of 8-16**: You are a PowerPoint novice and need to develop this skill:

* + - This [PowerPoint 101 tutorial for beginners](https://24slides.com/presentbetter/powerpoint-101-the-ultimate-tutorial-for-beginners) is a good place to start
		- You can then move on to [review this Basic Tasks tutorial](https://support.microsoft.com/en-us/office/basic-tasks-for-creating-a-powerpoint-presentation-efbbc1cd-c5f1-4264-b48e-c8a7b0334e36) for creating a PowerPoint Presentation, and practice each several times
		- [These short well scaffolded tutorials](https://support.microsoft.com/en-us/office/powerpoint-for-windows-training-40e8c930-cb0b-40d8-82c4-bd53d3398787) can offer further skill development

**Score of 17-24**: You have the basic skills to create a presentation but can always refresh your skills by scheduling in some self-study time. You can log on to LinkedIn Learning and find a course on PowerPoint there that would expand your skills. Or follow this [open course in specific PowerPoint Intermediate Skills](https://biz.libretexts.org/Courses/Lumen_Learning/Book%3A_Computer_Applications_for_Managers_%28Lumen%29/10%3A_Microsoft_PowerPoint_Intermediate_Skills) from Libre Texts.

**Score of 25-32**: You are an advanced user of PowerPoint and have the skills to produce high-standard presentations. [A comprehensive shortcut list review](https://support.microsoft.com/en-us/office/use-keyboard-shortcuts-to-create-powerpoint-presentations-ebb3d20e-dcd4-444f-a38e-bb5c5ed180f4) may speed up your workflow. You may find [this chapter: PowerPoint beyond](https://sites.pitt.edu/~poole/Office365Tutorials/365Lesson10.pdf) the Basics useful. From: ESSENTIAL MICROSOFT OFFICE 365 (Bernard John Poole with Lorrie Jackson, 2020).