

Computer Administrator Survey

Name _____ Date _____

Mark an X in the box to indicate yes or no.

Computer Basics	Yes	No
I know how to boot up a computer and log into Windows		
I know how to open a program		
I know how to find the web browser and open it		
I know how to use a mouse		
I know how to type		
I know how to log out of one user account and into another		

Software	Yes	No
I am familiar with Microsoft Office		
I am familiar with OpenOffice or LibreOffice		
I am familiar with browsers other than Internet Explorer		
I know how to install and uninstall programs		
I know how to update programs		
I know how to install browser extensions		

Computer Maintenance	Yes	No
I know what antivirus and anti-malware software is		
I know how to run virus and malware scans		
I know how to run disk clean-up		
I know about the other Windows system tools like disk defragger and system restore		
I know how often scans should be run		

Are you familiar with the printer in your community room or computer room? _____

If not, are you familiar with other types of printers? _____

Do you know how to change an ink or toner cartridge? _____

Do you know how to check and clear the print queue? _____

Are you familiar with Linux? _____

If yes, which distros? _____

Are you familiar with the Presidents Council computer rules? _____

Do you know how to set up an email account and check email online? _____

Thank you for taking the time to fill this out. Your answers will help us make the training more useful for everyone.

The Computer Team