



## ICT Training Needs Analysis

Name: .....

*Please rate your level of skills from 0 to 3 (0= No skills at all, 3= Very skilled.) and tick the appropriate boxes.*

<b>General Windows skills</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	I can find, save and print my own documents				
2	I can recover deleted documents				
3	I know how to save files in my own directory and in general directories				
4	I know how to use Windows explorer to manage files				
5	I can create new directories/folders				
6	I know how to move and copy files				
7	I can create a shortcut on the desktop				
8	I know how to rename files				
9	I know how to search for a file				
10	I know how to deal with a "frozen" application				
11	I can use to disk cleanup tool				
12	I know how to run scandisk				
13	I know how to defragment my C: drive				
14	I can switch between applications				
15	I can minimise, maximise and resize windows				
16	I can cut/copy and paste between applications				
17	I can use Windows Help				
18	I can set up a screensaver				
19	I can back up my work to floppy disk				
20	I can update my anti-virus				
21	I know how to shut my PC down properly				
	<b>TOTAL</b>				

### General Windows skills comments

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<b>Printers and other peripherals</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Printers</b>					
1	I can deal with a printer paper jam				
2	I can print on labels				
3	I can print on non-standard paper				
4	I can deal with print queues				
<b>Scanners</b>					
5	I can scan an image				
6	I can manipulate a scanned image with appropriate software such as Paint Shop Pro etc				
7	I can scan a text page and use the OCR software				
8	I can scan a page to the printer				
	I can scan a page to fax				
<b>CD Writer</b>					
9	I can "burn" files to a CDR (recordable CD)				
10	I can erase and reuse a CDRW (rewritable CD)				
<b>Digital camera</b>					
11	I can transfer a file from the camera to the PC				
12	I am able to email an image file				
13	I know how to manage image files on the PC				
<b>Web Cam</b>					
14	I can set up and use a web cam				
	<b>TOTAL</b>				

**Printers and other peripherals comments**

<b>Word Processing</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	I can format text e.g. size, bold, font				
2	I can spell check a document				
3	I can cut and paste				
4	I know how to use Undo				
5	I can customise my toolbar				
6	I can set margins and page breaks				
7	I can set indents and tab section breaks and partial formats				
8	I can create numbers and bullets				
9	I know about multi level numbering				
10	I can set headers and footers				
11	I can use tables to present info				
12	I can add borders & shading to tables and paragraphs				
13	I can use templates for standard docs				
14	I can use heading styles				
15	I know how to create a table of contents				
16	I can mail merge				
17	I can create labels				
18	I can import images into my document				
	<b>TOTAL</b>				

**Word Processing comments**

<b>Spreadsheet</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	I can enter text and numeric data in cells				
2	I can enter a simple formula (e.g. to add up a column of figures)				
3	I am able to save a spreadsheet document				
4	I can change the orientation of the print-out from portrait to landscape				
5	I can enable gridlines to be shown on prints				
6	I can insert and delete rows and columns				
7	I can change the width of a column and height of a row				
8	I can switch between worksheets				
9	I know the difference between a relative and an absolute cell reference				
10	I can print part of a spreadsheet				
11	I can format text (size, colour, bold etc)				
12	I know how to format a number to decimal places				
13	I can copy and paste a cell				
14	I can link cells between worksheets				
15	I can sort data in a column				
16	I can use the Autofill tool				
17	I know how to add headers and footers				
18	I can produce a chart from my data				
19	I can edit a chart				
20	I can import information into a spreadsheet from another application (e.g. from a Word document)				
	<b>TOTAL</b>				

**Spreadsheets comments**

	<b>Outlook/Email</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	I can create and send an email to other staff				
2	I can create and send an email to colleagues outside of the organisation				
3	I can reply to, delete or forward an email				
4	I can add a contact to my Contacts list				
5	I can attach a Word document to an email				
6	I know how to sort my emails				
7	I can create a meeting & invite people to a meeting				
8	I can allocate time in my Calendar				
9	I can book a meeting room or a resource				
10	I can save my email to an Outlook folder				
11	I can create a new Outlook folder				
12	I know how to clear my deleted mail box				
13	I know how to set auto archive				
14	I can use the journal to monitor project work				
15	I know how to create and edit a Task List				
16	I know how to fax from my PC				
17	I can subscribe to and unsubscribe from an email mailing list				
	<b>TOTAL</b>				

<b>Outlook/Email comments</b>
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<b>Internet and on-line activities</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	I can connect to the Internet				
2	I think I am a competent user of the Internet				
3	I use the Internet proactively				
4	I can open my web browser software				
5	I know where to put a URL in the browser to find the page I'm looking for				
6	I know how to find the information that I require				
7	I can add pages to my favourites/bookmarks				
8	I know how to download a document				
9	I know how to download software				
10	I can unzip programmes that I download				
11	I know how to save pictures to my hard-drive				
12	I know how to change the appearance of my browser window				
13	I know how to set my default Home page				
14	I can send the page I am viewing to another person by email				
15	I know how to use a search engine				
16	I know how to navigate a website				
17	I know how to view & download Adobe Acrobat (pdf) documents				
18	I can use an online discussion forum				
19	I can change the security settings of my browser				
	<b>TOTAL</b>				

<b>Internet and on-line activities comments</b>

<b>Databases (MS Access)</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b><i>Using an existing database</i></b>					
1	I know how to open the database				
2	I am able to enter data				
3	I can search for data				
4	I can create new records				
5	I know how to run a report				
6	I can write new queries				
7	I can use the database as a data source for a mail merge				
8	I am able to update records				
9	I know how to do a "wildcard" search				
	<b>TOTAL</b>				

<b>Databases (MS Access)</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b><i>Creating a new single table database</i></b>					
1	I can create a new database				
2	I can design a table and add new fields				
3	I know what a primary key is				
4	I know what an index is				
5	I can enter data in a table				
6	I can print a table				
7	I can add and delete records				
8	I can sort data				
9	I can sort using a filter				
10	I can find data using the Find command				
11	I can find data using a query				
12	I can select records using more than one criterion				
13	I can create a report using the report wizard				
14	I can adjust a report's layout				
15	I can create a form using Autoform				
16	I can create a form using the form wizard				
17	I can enter and edit data in a form				
18	I can modify a form				
	<b>TOTAL</b>				

**Databases comments**



<b>Presentations</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>
1	I can create a new presentation				
2	I can make a bulleted list				
3	I can add an image or graphic				
4	I can move parts of the slide around				
5	I can add text and images to a blank layout				
6	I know how to add colour				
7	I can create and use a master slide				
8	I can add shapes and lines				
9	I can duplicate slides				
10	I can delete slides				
11	I can add notes to a slide				
12	I can create an organisational chart				
13	I can create a bar chart				
14	I can import objects from other files				
15	I can create transitional effects				
16	I can start a slide show				
	<b>TOTAL</b>				

**Presentations comments**

<b>TOTALS SUMMARY</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>Total</b>
General Windows skills					
Printers and other peripherals					
Word processing					
Spreadsheets					
Outlook/Email					
Internet and online activities					
Databases (using existing)					
Databases (creating a single table database)					
Presentations					