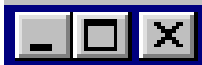




DO I NEED TO TAKE THE INTRODUCTION TO PC COURSE? SELF ASSESSMENT

Computers 4 Seniors (C4S) considers the *Introduction to the PC* course to be the first course you should take. If you are unable to answer at least 25 of the following questions you will have difficulty keeping up in the advanced classes. All other courses offered by C4S assume you have a good working knowledge and skill in these items. It is not fair to your classmates if you take a course, beyond Introduction to the PC, without these pre-requisite skills.

Check all that apply to you:

1. ___ You know the proper method for powering your computer on and off.
2. ___ You can describe the items shown on the Windows desktop.
3. ___ You know how to start a program using the desktop Start button.
4. ___ You know how to start a program using shortcut icons on the desktop
5. ___ You can describe the different actions associated with each, the left and the right, mouse button.
6. ___ You know the general function performed by each of the following window elements: *Title Bar, Menu Bar, Tool Bar, Status Bar, Window Borders*.
7. ___ You know the function performed by each of these three  buttons on a window's title bar.
8. ___ You know the general purpose for and how to access the items listed on a window's menu bar. 
9. ___ You know the general purpose and use for items listed on a window's tool bar. 
10. ___ You know how to resize a window, and move it around the desktop.
11. ___ You can start the Window's Explorer.
12. ___ You can describe the function of the windowpanes in the Windows Explorer's window (*Address, All Folders, and Contents of*).
12. ___ You know how to use the *Cut, Copy, and Paste* tools for the purpose of moving and copying files.
13. ___ You can describe the difference between the terms *file* and *folder* as they apply to disk storage (*hard drives, and CDs*).
14. ___ You can use the Notepad program's *Open* function to find and open a document when you know the document's name and location.

Turn the page over for more self-assessment items.

15. ___ You can use Notepad to write and print a letter.
16. ___ You can describe at least one method for highlighting text when using a word processor.
17. ___ You can describe the difference between the *Save As*, and *Save*, functions.
18. ___ You can describe the purpose of a modem.
19. ___ You can describe the purpose and use of RAM (random access memory).
20. ___ You can describe the purpose for and how to use the CD-ROM drive.
21. ___ You can describe a use for a USB computer port.

You can describe the purpose for each of the following items, which are used within a computing system:

22. ___ The Micro Processor.
23. ___ RAM (random access memory).
24. ___ The Hard Drive
25. ___ The CD-ROM (compact disk, read only memory) Drive
26. ___ The Monitor
27. ___ The Printer
28. ___ The Keyboard
29. ___ The Mouse
30. ___ The Modem

You know what the following words describe.

31. ___ Byte
 32. ___ Hertz
 33. ___ Kilo
 34. ___ Mega
 35. ___ Giga
36. ___ You know how to setup a new computer.
 37. ___ You know how to buy and install programs.
 38. ___ You can describe the difference between Programs and Data.

Note: It is not necessary that you have easy access to a computer (e.g. you have one at home) before you take the Introduction to the PC course, but it is highly desirable for you to have such access prior to taking any other course.