

Skills for Success Curriculum Resource Cover Page

Organization

College Sector Committee for Adult Upgrading (CSC)

Curriculum Resource

Digital Skills Self-Assessment

This resource can be used to help learners assess some of their digital skills in the following areas:

- hardware and Windows operating system features;
- Microsoft Word, PowerPoint, and Excel; and
- internet browsing

At the end of the self-assessment, learners reflect on their digital skills and areas for improvement. An answer key is included at the end of the resource.

OALCF Alignment

Competency	Task Group	Level
Competency A - Find and Use Information	A2. Interpret documents	2
Competency B - Communicate Ideas and Information	B2. Write continuous text	2
Competency B - Communicate Ideas and Information	B3. Complete and create documents	2
Competency D - Use Digital Technology	N/A	2
Competency E - Manage Learning	N/A	2

Goal Paths (check all that apply)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Employment | <input checked="" type="checkbox"/> Postsecondary |
| <input checked="" type="checkbox"/> Apprenticeship | <input checked="" type="checkbox"/> Independence |
| <input checked="" type="checkbox"/> Secondary School Credit | |

Embedded Skills for Success (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Adaptability | <input type="checkbox"/> Numeracy |
| <input type="checkbox"/> Collaboration | <input type="checkbox"/> Problem Solving |
| <input checked="" type="checkbox"/> Communication | <input checked="" type="checkbox"/> Reading |
| <input type="checkbox"/> Creativity and innovation | <input checked="" type="checkbox"/> Writing |
| <input checked="" type="checkbox"/> Digital | |

Notes:

The opinions expressed in this document are the opinions of the College Sector Committee for Adult Upgrading. The Government of Ontario and its agencies are in no way bound by any recommendations contained in this document.

Digital Skills Self- Assessment

1. What devices do you have experience using?

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Computer (Desktop) | <input type="checkbox"/> Laptop |
| <input type="checkbox"/> Tablet | <input type="checkbox"/> Smartphone |

Check the boxes below to identify the software that you use at least daily or weekly.

- | | |
|--------------------------------|---|
| <input type="checkbox"/> Word | <input type="checkbox"/> PowerPoint |
| <input type="checkbox"/> Excel | <input type="checkbox"/> Internet browser |

2. List any of the above software that you would like to learn more about.

3. Which of the following describes the central processing unit in a computer?

- a. It is the body of the computer
- b. It is the hands of the computer
- c. It is the brain of the computer
- d. All of the above

4. What is hardware?

- a. Physical components of a computer system
- b. Instructions that tell the computer what to do
- c. Rules that enable computers to connect with one another
- d. None of the above

5. If a Windows program has become unresponsive, which keys do you press to open the Task Manager?

- a. Shift, tab, enter
- b. Home, control, shift
- c. Control, alt, delete
- d. Space bar, f1, tab

6. To properly shut down a computer, you need to

- a. Right-click the mouse and select shut down
- b. Click the start button and select the shutdown button
- c. Press the power button on the computer
- d. All of the above

7. How would you rate your level using Microsoft Word?

- a. Basic
- b. Intermediate
- c. Advanced

8. To save a document under a different name in Word while keeping the original version, use

- a. Save
- b. Save As
- c. Open
- d. Close

9. To add text to the top of every page, you should use a

- a. Spacer
- b. Header
- c. Footer
- d. Slider

10. To print one specific page of a document, you

- a. Type in the page number
- b. Input hyphen then the page number
- c. Input colon then the page number
- d. Make sure the number of copies is changed

11. To create a list, select the text you want to format and choose

- a. Font Dialog box
- b. Bullets and numbering
- c. The sort command
- d. None of the above

12. How would you rate your level using Microsoft PowerPoint?

- a. Basic
- b. Intermediate
- c. Advanced

13. You can add an image to your presentation from the _____ menu.

- a. Home
- b. Design
- c. Insert
- d. All of the above

14. Which of the following views would you use if you are giving your presentation?

- a. Normal
- b. Slide Sorter
- c. Slide Show
- d. None of the above

15. Which of the following is used when introducing one line of text at a time on the same slide?

- a. Transitions
- b. Views
- c. Layouts
- d. Animation effects

16. Which of the following views can be used to rearrange and delete slides?

- a. Slide sorter
- b. Slide show
- c. Notes
- d. All slide

17. How would you rate your level using Microsoft Excel?

- a. Basic
- b. Intermediate
- c. Advanced

18. To merge two or more cells together, use the _____ command.

- a. AutoSum
- b. Format as Table
- c. Merge & Centre
- d. Wrap Text

19. If you want your rows in alphabetical order, you should use the _____ command.

- a. Alphabetize
- b. Filter
- c. Merge & Centre
- d. Sort

20. Only a letter or letters are used to identify which of the following?

- a. Cell
- b. Row
- c. Column
- d. None of the above

21. A value used in a formula that does not change is called a

- a. Constant
- b. Variable
- c. Cell address
- d. Static

22. How would you rate your level using the Internet?

- a. Basic
- b. Intermediate
- c. Advanced

23. To access the internet, you use

- a. Hardware
- b. Browser
- c. USB stick
- d. Malware

24. Downloading software programs without permission is called

- a. Freeware
- b. Grand Theft Technology
- c. Shareware
- d. Piracy

25. What does HTTP stand for?

- a. Head Tail Transfer Protocol
- b. Hypertext Transfer Protocol
- c. Hypertext Transfer Plotter
- d. Hypertext Transfer Plot

26. _____ is a system in which computers are connected to share information and resources.

- a. Computer organization
- b. Computer software
- c. Computer network
- d. None of the above

Self-reflection: Digital Skills

Digital technology has changed the way you find and share information, solve problems, and communicate with others. Most jobs now use digital skills, and you need them when you apply other skills such as reading, writing and numeracy.

Digital skills help you keep up with changing demands in the modern workplace, in education, and in your daily life.

- ❖ Reflecting on your answers to this self-assessment, what would you say are your strengths when it comes to digital skills?

- ❖ Reflecting on your answers to this self-assessment, what are the digital skills you could build or improve? This can include software programs you may need or want to learn.

Answer Key - Digital Skills Self- Assessment

1a, 1b, and 2 – self reflection so responses will differ

3 c

4 a

5 c

6 b

7 self reflection so responses will differ

8 b

9 b

10 a

11 b

12 self reflection so responses will differ

13 c

14 c

15 d

16 a

17 self reflection so responses will differ

18 c

19 d

20 c

21 a

22 self reflection so responses will differ

23 b

24 d

25 b

26 c