

MINI-MICROSOFT COURSE
covering the basic skills in the Microsoft Office Suite

APPLICATION

Check the classes you are applying for: Word Excel PowerPoint

Name _____ date of application _____

Address _____

City/State/Zip _____

Home phone () _____ Work phone () _____

Cell phone () _____ E-Mail _____

I am currently: working full time working part time retired seeking employment

What do you hope to gain from this class?

COMPUTER SKILLS & EXPERIENCE – SELF ASSESSMENT

Please check the box that describes your level of competence.

BUSINESS APPLICATION SOFTWARE

Word Perfect	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
MS Word	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
MS Excel	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
MS Access	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
MS Power Point	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced

INTERNET USE

Research (find information)	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
Communicate (e-mail, chat)	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
On-line shopping, banking	<input type="checkbox"/> None	<input type="checkbox"/> Basic	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced

IF YOU HAVE A COMPUTER - WHICH OPERATING SYSTEM DOES IT HAVE?

<input type="checkbox"/> Windows 95/98	<input type="checkbox"/> Windows 2000
<input type="checkbox"/> Windows XP	<input type="checkbox"/> Windows Vista
<input type="checkbox"/> Windows 7	<input type="checkbox"/> Mac: <input type="checkbox"/> OS9 or <input type="checkbox"/> OSX