Please return to Monica   **Name:** _____

Staff Training – Assessment

Subject/Task	Can Do	Want/Need Training	Type of Training Preferred* (select from the list below)
Basic Hardware & Network			
Check/fix hardware connections			
Clean mouse and keyboard			
Recognize when/what network servers are down			
Map a network drive			
Color printers			
Clear printer jams			
Change printer cartridges			
Add paper			
Cancel print jobs			
Lexmark printers			
Clear printer jams			
Change printer cartridges			
Add paper			
Cancel print jobs			
Canon printer/copier			
Clear printer jams			
Change printer cartridges			
Add paper			
Cancel print jobs			
Use mailboxes			
Booklet printing			
Other – please specify			
Windows Basics:			
Identify the parts of the Windows Desktop			
Minimize, resize, close windows			
Arrange & work w/multiple windows			
Cut, copy, paste			
Open, close, save, save as files/documents			
Create/delete folders			
Organize files into folders/storage devices			
Create folders when saving a document			

Subject/Task	Can Do	Want/Need Training	Type of Training Preferred* (select from the list below)
Windows Basics: continued			
Check file properties			
Find a file using the Search function			
Use the Help function and/or the Office Assistant			
Create a shortcut for the desktop			
Use the Task Manager to end a program			
Manipulate toolbars			
Other: Please specify			
Basic Word:			
Edit text with cut, copy, paste, spell check			
Format text including text font, color, alignment, paragraph			
Print document, including print preview and page setup functions			
Add toolbars and reconfigure buttons on toolbars			
Change page view			
Intermediate Word:			
Create and format tables			
Insert and edit numbered and bulleted lists			
Insert headers and footers			
Insert page numbers			
Include footnotes			
Labels and Envelopes			

Subject/Task	Can Do	Want/Need Training	Type of Training Preferred* (select from the list below)
Advanced Word:			
Use drawing tools, including clip art, word art, lines, borders, etc.			
Include columns			
Insert and edit screen shots and text boxes			
Mail merge			
Create an index or table of contents			
Basic Excel:			
Create a simple spreadsheet with formulas			
Use editing tools, including cut, copy and paste			
Format text and cell contents			
Print spreadsheet including print preview, print area, and page setup			
Insert rows and columns and adjust column width			
Use AutoSum function			
Intermediate Excel:			
Use built-in functions such as average, maximum, etc.			
Use multiple worksheets linked together with formulas			
Create and edit a chart, including using the chart wizard			
Sort and filter data			
Basic Publisher:			
Use Wizard to create basic brochure, flyer, and greeting card			
Format text and objects, including fonts and colors			
Use object inserting/editing tools			
Arrange/layer objects			
Change print layout			

Subject/Task	Can Do	Want/Need Training	Type of Training Preferred* (select from the list below)
Basic FrontPage:			
Insert & format text			
Create & format table			
Add clip art or other image and adjust size and placement			
Create hyperlinks			
Format background or apply Theme			
Internet:			
Go to a specific web address			
Use a search engine			
Browser setup, including home page			
Clear cookies, temp files and history			
Use favorites/folders to organize often used websites			
Access and search Reference Databases			
Connect to reference databases via remote access			
Print text and images from websites			
Save or copy/paste text or images from websites to other documents			
Setup/access a free web based email account			
Email:			
Send and receive messages			
Organize mailboxes			
Email Attachments			
Scan for viruses			
Manage an address book			

Subject/Task	Can Do	Want/Need Training	Type of Training Preferred* (select from the list below)
General Library Skills:			
Locate non-fiction print materials			
Locate fiction materials			
Place an item on hold using the library catalog			
Search the library catalog for fitness videos			
Submit a WorldCat ILL request			
Log on to databases via remote access			
Look up a poem about apples using an electronic database			
Find examples of art made by Native Americans in the southeast using an electronic database			
Locate an electronic version of Cliffs Notes for "The Scarlet Letter"			

*Types of Training Available:

1. Microsoft Office CD Tutorials in the Computer Training Center (limited to the CTC.)
2. Library of Michigan Web-based courses – Michigan Virtual University
3. CompuTrain CD tutorials – can get a multi-user license for the Microsoft Office suite
(18 CDs) for $497. These can be used anywhere.
4. Attend the free public classes.
5. Attend classes just for library staff (similar format to the public classes)
6. Self study w/class handouts and reference books.