BLM ICT.1#3: Survey of Information and Communication Technology (ICT) Skills
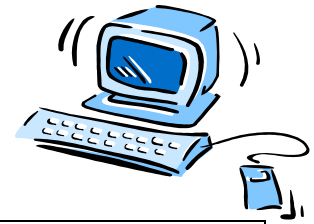
Name _____   Date _____

Computer and Internet Access	Yes	No
• I have a computer at home.		
• I have Internet access on my computer.		

Self-Assessment of ICT Skills	
Circle the letter that best describes your skill level in each of the following ICT areas. If the level does not describe your skill exactly, then circle the one closest to it.	Write down one skill you are good at and can help others with.
1. Basic Computer Operation a. I do not use a computer. b. I use a computer to play games or to look up songs or movies on the Internet. c. I can set up my computer, load software, print, and use most of the operating system tools. I can run two programs at the same time.	
2. File Management a. I do not save any files I create using the computer. b. I save files I have created but I cannot always find them. I do not know how to copy files to a floppy disk. c. I have a filing system for organizing my files and can locate files quickly and reliably. I back up my files regularly.	
3. Word Processing a. I do not use a word processor. b. I occasionally use a word processor for simple documents. I am not sure how to make the documents look attractive. c. I use a word processor to present projects. I can edit, spell-check, and change the format of a document.	
4. Email a. I do not use electronic mail. b. I occasionally send email to family or key pals. c. I use email to request information and I check and use my email account regularly.	
5. Graphics a. I do not use graphics in my word processing or presentations. b. I can open and create simple graphics with Paint and Draw programs or with the Draw tool of my word processor. c. I use both clip art and simple original graphics in my word-processed documents. I can use most Draw tools.	

Self-Assessment of ICT Skills *(continued)*	
6. Concept Mapping a. I have never created an electronic concept map. b. I have created an electronic concept map using various symbols and links. I can work with the Outline View of my concept map. c. I have used an electronic concept map to present ideas. I can "adopt" other concept maps into my own. I can insert Internet links into my concept map.	
7. Digital Camera or Video Camera a. I have never used a digital camera or a digital video camera. b. I am able to connect a digital camera to a VCR and television to transfer a video clip. I can connect a digital camera to a computer and download digital images and video. c. I have used video-editing software to clip and sequence video. I am able to paste stills and capture video into multimedia presentations and/or web pages.	
8. Multimedia a. I have not created my own multimedia presentation. b. I have created a simple multimedia presentation using text and graphics. c. I have authored multimedia presentations that include actions, animations, audio, and video.	
9. Web Browser Operation and Internet Research a. I do not use the Internet. b. I can use the Internet to access songs, movie trailers, or information about a favourite celebrity. c. I can use the Internet to find information for research projects.	
10. Web Page Creation a. I have never created a web page. b. I have created simple web pages using a web editor. c. I have designed and created web pages using HTML and uploaded them to the Internet.	
11. Spreadsheet a. I do not use a spreadsheet. b. I understand the use of a spreadsheet and can navigate within one. I can create a simple spreadsheet that adds a column of numbers. c. I have used a spreadsheet for several purposes, including simple database applications. I can add labels, formulas, and cell references, and can change column widths and text style. I can make a simple graph or chart.	