

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

### COMPUTER SKILLS

*Circle the appropriate response and indicate length of combined experience/training: E: Experience T: Training*

#### COMPUTERS

IBM/IBM Compatible T E \_\_\_\_ mos.  
 Macintosh T E \_\_\_\_ mos.  
 Terminal Only T E \_\_\_\_ mos.  
 Other \_\_\_\_\_ T E \_\_\_\_ mos.

#### OPERATING SYSTEMS

Windows T E \_\_\_\_ mos.  
 DOS T E \_\_\_\_ mos.  
 Macintosh T E \_\_\_\_ mos.  
 UNIX T E \_\_\_\_ mos.  
 Other \_\_\_\_\_ T E \_\_\_\_ mos.

#### WORD PROCESSING SOFTWARE

WordPerfect T E \_\_\_\_ mos.  
 Microsoft Word-PC T E \_\_\_\_ mos.  
 Microsoft Word-Mac T E \_\_\_\_ mos.  
 MacWrite T E \_\_\_\_ mos.  
 MultiMate T E \_\_\_\_ mos.  
 WordStar T E \_\_\_\_ mos.  
 Other \_\_\_\_\_ T E \_\_\_\_ mos.

#### DATABASE MANAGEMENT

Updated/Maintained  Developed  
 Dbase T E \_\_\_\_ mos.  
 Rbase T E \_\_\_\_ mos.  
 Paradox T E \_\_\_\_ mos.  
 Access T E \_\_\_\_ mos.

#### GRAPHICS/PUBLISHING SOFTWARE

Harvard Graphics T E \_\_\_\_ mos.  
 Pagemaker T E \_\_\_\_ mos.  
 MacDraw T E \_\_\_\_ mos.  
 MacPaint T E \_\_\_\_ mos.  
 FrameMaker T E \_\_\_\_ mos.  
 Powerpoint T E \_\_\_\_ mos.  
 Other \_\_\_\_\_ T E \_\_\_\_ mos.

#### SPREADSHEET SOFTWARE

Updated/Maintained  Developed  
 Lotus 1-2-3 T E \_\_\_\_ mos.  
 Excel T E \_\_\_\_ mos.  
 Quattro Pro T E \_\_\_\_ mos.  
 Other \_\_\_\_\_ T E \_\_\_\_ mos.

#### PROGRAMMING LANGUAGES

Visual Basic T E \_\_\_\_ mos.  
 C ++ T E \_\_\_\_ mos.  
 Other \_\_\_\_\_ T E \_\_\_\_ mos.

#### EMAIL SYSTEMS

Outlook T E \_\_\_\_ mos.  
 Eudora T E \_\_\_\_ mos.  
 Other \_\_\_\_\_ T E \_\_\_\_ mos.

Rate your level of computer expertise: **Beginning**  **Intermediate**  **Advanced**

**Comment:** \_\_\_\_\_

#### **WORD PROCESSING FUNCTIONS:**

- |  |  |
|--|--|
| <input type="checkbox"/> Align text      | <input type="checkbox"/> Integrate text w/graphics |
| <input type="checkbox"/> Set margins     | <input type="checkbox"/> Upload/download           |
| <input type="checkbox"/> Set tabs        | <input type="checkbox"/> Create footnotes/outlines |
| <input type="checkbox"/> Headers/footers | <input type="checkbox"/> Create columns            |
| <input type="checkbox"/> Search/replace  |  |
| <input type="checkbox"/> Merge/sort      |  |

Which software have you utilized for these functions:

WordPerfect   
 MS Word   
 Other \_\_\_\_\_