

Computer Skills Assessment

Now Enrolling!

Online **or** in person class options available.

Class Description

Students will be given assignments in Microsoft Word, Excel, and Outlook to complete tasks increasing in difficulty to gauge their ability to use Microsoft Office programs in a work environment. Students will also be given an assignment testing their ability to use the internet for research purposes and a daily typing and 10-key test will be administered to determine their ability to use a keyboard.

Class Duration

10 hours

Skills Tested

- **Using Microsoft Word**
 - Creating new documents
 - Saving
 - Formatting
 - Editing
 - Sharing
 - Collaborating
 - Proofing
- **Using Microsoft Excel**
 - Creating new documents
 - Saving
 - Formatting
 - Editing
 - Sharing
 - Collaborating
 - Proofing
 - Using formulas
- Collaborating
- Proofing
- Using formulas
- **Using Microsoft Outlook**
 - Creating and sending email
 - Managing your inbox
 - Using the calendar
 - Using tasks
- **Internet Use & Research**
 - Performing effective searches and how to find information required to complete tasks
- **Typing/10-key**
 - Daily typing and 10-key tests varying in length and difficulty to evaluate keyboarding skills

Expected Outcomes

Counselors will gain a better understanding of their client's ability to use Microsoft Office programs in a workplace. A report will be provided detailing a client's abilities and training recommendations to assist in professional development.

Visit www.cprf.org/programs/sact to view our current class schedule.