

COMPUTER SKILLS QUESTIONNAIRE

Name: _____

Date: _____

1) **General ability to learn new software compared to others of your age:**

- Slow
- Below Average
- Average
- Above Average
- Exceptional

2) **Please rate your knowledge of the following software or applications on a scale of 1-10 with 1 being very low, 5 being average, and 10 being very high. Assume the opportunity to spend a few days brushing up on your skills.**

A. Microsoft Office/Word 0 1 2 3 4 5 6 7 8 9 10

B. Microsoft Excel 0 1 2 3 4 5 6 7 8 9 10

C. Microsoft PowerPoint 0 1 2 3 4 5 6 7 8 9 10

D. QuickBooks 0 1 2 3 4 5 6 7 8 9 10

E. Microsoft Publisher or
Internet-browsing applications 0 1 2 3 4 5 6 7 8 9 10

F. Microsoft Outlook 0 1 2 3 4 5 6 7 8 9 10

G. Other Accounting Packages: 0 1 2 3 4 5 6 7 8 9 10

H. Other Programs: _____

3) **Estimated Typing Speed:** _____

4) **Type of home computer:** Apple PC Other _____