



Institute of Court Reporting, Inc.

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Technology Assessment

Please rank your familiarity/comfort level with regard to each item from 0 to 5 with 0 being no familiarity to 5 being very familiar/comfortable. Your ability to do the following computer functions is necessary in order to successfully participate in the courses offered. If you rank yourself as less than a 3 in any of the categories, please seek outside guidance or a local computer class to learn these functions as a basic computer course is not offered here at TextStream Institute.

Windows

Table with 7 columns (Task, 0, 1, 2, 3, 4, 5) and 6 rows (Installing software, My Documents, Creating New Folders in, Deleting, Renaming, Extracting .zip files)

E-Mail

Table with 7 columns (Task, 0, 1, 2, 3, 4, 5) and 4 rows (Creating Account, Attaching Files, Opening/Saving attachments, Working w/ Address Book)

Internet

Table with 7 columns (Task, 0, 1, 2, 3, 4, 5) and 7 rows (Navigating w/ search engines, Instant Messaging, Downloading Plug-Ins, Yahoo! Messenger w/ voice, Audacity, RealPlayer, Word/Power Point Viewers/Open Office, Accessing Wireless)

## Word Processing

### Working with Word/Works/Wordpad

(circle one)	0	1	2	3	4	5
Selecting entire text	0	1	2	3	4	5
Highlighting portions of text	0	1	2	3	4	5
Changing Fonts, Pitch, Margins	0	1	2	3	4	5
Copy, Paste, Cut	0	1	2	3	4	5
Spell/Grammar check	0	1	2	3	4	5
Saving File As	0	1	2	3	4	5

## Multimedia Player

### RealPlayer, Media Player, Roxio,

other _____ (circle)	0	1	2	3	4	5
Opening through My Computer	0	1	2	3	4	5
Navigating Libraries	0	1	2	3	4	5
Using the Player Box	0	1	2	3	4	5
(Play, Rewind, Loop, Fast Forward, Stop, Volume)						