

# Key Skills IT

# Skills Audit

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

Form: \_\_\_\_\_

Complete this skills audit by putting a circle around the number that best describes your ability in the task. If you think that you don't have a clue how to do the skill, then circle 1 or if you think you're a bit of an expert on the skill, circle 5. **Be honest!** There is no reason to lie about what you can do if you think that you are quite capable of doing something, then circle the 5.

	How confident am I at doing this?				
<b>Windows and File Management</b>					
Save documents with appropriate filenames to specific locations, eg. Folders, directories, drives	1	2	3	4	5
Cut and paste information between applications	1	2	3	4	5
Use the help functions	1	2	3	4	5
Print all or part of a file	1	2	3	4	5
Back up your work	1	2	3	4	5
<b>Word Processing</b> (eg. Microsoft Word)					
Enter and change the appearance of text, eg. Bold, italic, underline	1	2	3	4	5
Format paragraphs, eg. Centre, right align, fully justify, double line spacing	1	2	3	4	5
Use tabs and create tables	1	2	3	4	5
Insert footnotes	1	2	3	4	5
Insert graphics	1	2	3	4	5
Use advance features for longer documents, eg. Table of contents, cross-referencing	1	2	3	4	5
Create your own styles and templates	1	2	3	4	5
Use the spell checker and grammar checker	1	2	3	4	5
Merge data from a database file into a template document (Mail Merge)	1	2	3	4	5
Change the margins and origin of a page	1	2	3	4	5
<b>Spreadsheets</b> (eg. Microsoft Excel)					
Enter data and formula to perform calculations	1	2	3	4	5
Use built in functions, eg. SUM, AVERAGE	1	2	3	4	5
Create and modify graphs	1	2	3	4	5
Sort selected data, eg. In ascending numerical order	1	2	3	4	5
Filter data	1	2	3	4	5
Record or write macros	1	2	3	4	5
<b>Presentation</b> (eg. Microsoft Powerpoint)					
Add text and modify a slide layout	1	2	3	4	5
Add various shapes to a slide, eg. Boxes, circles	1	2	3	4	5
Print slides in various views and output formats	1	2	3	4	5
Create and modify an organisational chart	1	2	3	4	5
Import other objects, eg. Charts, graphics, sounds	1	2	3	4	5
Add and change preset animation effects to slides	1	2	3	4	5

<b>Databases</b> (eg. Microsoft Access)					
Sort records in a database	1	2	3	4	5
Use queries to select data that satisfy given criteria	1	2	3	4	5
Enter, delete and edit data in a database	1	2	3	4	5
Create reports to print	1	2	3	4	5
Use queries to select data from two or more related tables	1	2	3	4	5
Design and create a relational database, ie. One that has two or more linked tables	1	2	3	4	5
<b>Desktop Publishing</b> (eg. Microsoft Publisher)					
Create text frames	1	2	3	4	5
Import text from a file	1	2	3	4	5
Import graphics into frames	1	2	3	4	5
Use WordArt frames to create titles	1	2	3	4	5
Rotate frames	1	2	3	4	5
Use templates to produce pages with similar layout	1	2	3	4	5
Create a booklet using the special fold options	1	2	3	4	5
<b>Graphics</b>					
Create an image	1	2	3	4	5
Resize an image or photo	1	2	3	4	5
Save in a different format	1	2	3	4	5
Crop an image or photo	1	2	3	4	5
Scan an image or photo	1	2	3	4	5
<b>Email</b>					
Send, read and forward messages	1	2	3	4	5
Delete messages	1	2	3	4	5
Use folders to store and file your messages	1	2	3	4	5
Use an address book to store email addresses	1	2	3	4	5
Read file attachments	1	2	3	4	5
Send file attachments	1	2	3	4	5
<b>WWW</b>					
Use favourites	1	2	3	4	5
Locate information/resources using search engines, eg. Google, Yahoo	1	2	3	4	5
Open different file formats, eg. Word, .pdf files	1	2	3	4	5

**If you have any other IT skills, then let us know here:**