



## PRESENT:

Computer Literacy Classes – May 3, 2022  
Community Action Agency SNM – from 5:30 to 7:30 pm  
IN PERSON at 3880 Foothills Rd. Suite A.

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email: \_\_\_\_\_

### Basic Computer Skills Workshop Questionnaire/Registration Form

The purpose of this questionnaire is to get an idea of what skills need to be included in the workshop. Thank you for taking the time to complete this.

**Please answer these questions with the following numbers:**

**1 - unable to do this**

**2 - can do this with help**

**3 - can do this with no help**

\_\_\_\_\_ Can you open an internet browser and navigate around on the internet?

\_\_\_\_\_ Can you type without looking at the keyboard?

\_\_\_\_\_ Can you log on/off of a computer?

\_\_\_\_\_ Do you know how to get around on the school website?

\_\_\_\_\_ Do you know how to locate and open files on a computer?

\_\_\_\_\_ Can you attach a file (such as a picture) to an email?

\_\_\_\_\_ Can you rename files and create folders?

\_\_\_\_\_ Do you know how to use keyboard shortcuts?

Would you prefer to take these classes in English or in Spanish?

\_\_\_\_\_

