



Participant Survey

Overview

This survey will help us to define and create training that will better fit your needs. Since we don't know much about your background, this survey is designed to provide a snapshot of your current skills, interest in computers, and desktop productivity applications. We have such a limited time with you and we want to focus that time on what you need and want to learn.

Please be assured that the surveys will only be used by the members of the Open Gateways Curriculum for Teachers Training Program to tailor the program to your needs.

Part One:

Circle your comfort level using the following applications:

(1 = Lowest and 5 = Highest)

Windows Operating System (95, 97, 2000, ME, XP)	1	2	3	4	5
Microsoft Word	1	2	3	4	5
Microsoft PowerPoint	1	2	3	4	5
Microsoft Excel	1	2	3	4	5
Netscape Navigator or Internet Explorer	1	2	3	4	5
Apple OS	1	2	3	4	5
StarOffice	1	2	3	4	5
Solaris OS	1	2	3	4	5

Comments:

Part Two

Indicate how much you agree or disagree with the following statements:

(1= Strongly Disagree and 5 = Strongly Agree)

I try to avoid computers	1	2	3	4	5
I use a computer for typing	1	2	3	4	5
I use the web to search for information or research a topic	1	2	3	4	5
I use a computer for communication (email, chat)	1	2	3	4	5
I create presentation on a computer	1	2	3	4	5
I create drawings and graphics on a computer	1	2	3	4	5
I enhance my curriculum with computers in the following ways					
word processing	1	2	3	4	5
drawing or graphic editing	1	2	3	4	5
Internet	1	2	3	4	5
presentation software	1	2	3	4	5
spreadsheet software.....	1	2	3	4	5

Comments:

Part Three

Circle your comfort level with the following computer tasks (on any computer -Windows, Apple, Solaris or other: (1 = Lowest and 5 = Highest)

Creating a folder	1	2	3	4	5
Renaming a file or folder	1	2	3	4	5
Copying files from one folder to another folder	1	2	3	4	5
Deleting files and/or folders	1	2	3	4	5
Moving files from one folder to another	1	2	3	4	5
Identifying a file type (looking at a file's properties)	1	2	3	4	5
Printing a file	1	2	3	4	5
Using the functions of a 3-button mouse	1	2	3	4	5

Resizing, minimizing, maximizing windows on the desktop	1	2	3	4	5
Using keyboard shortcuts for tasks.....	1	2	3	4	5

Comments:

Part Four

Indicate your experience with the following application tasks (using any computer or program):

(1= Strongly Disagree and 5 = Strongly Agree)

Creating a new document	1	2	3	4	5
Changing font sizes and and types in a document	1	2	3	4	5
Checking spelling in a document.....	1	2	3	4	5
Adding graphics to a document or presentation	1	2	3	4	5
Create presentation on a computer	1	2	3	4	5
Making text flow around a graphic (like in a newspaper column or newsletter).....	1	2	3	4	5
Using a spreadsheet cell calculation to compute an average.....	1	2	3	4	5
Creating a new presentation using a template.....	1	2	3	4	5
Adding transition effects to a presentation.....	1	2	3	4	5
Creating a graphic or drawing.....	1	2	3	4	5
Using a Web browser to access information that you were told about.....	1	2	3	4	5
Using a Web search engine to find information.....	1	2	3	4	5
Creating a Web page.....	1	2	3	4	5
Saving or copying pictures from the Web.....	1	2	3	4	5

Comments:

Name _____ **Grade** _____ **Subject** _____