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Digital Technology - Self Assessment

Score (1 point for each Yes response)	13/23
Use a variety of electronic devices such as calculators, tablets, photocopiers, smart phones, automated processing equipment.	Yes
Identify the main parts of a computer and their functions.	Yes
Enter a code into a system (e.g. using an automated bank machine or an alarm system).	Yes
Use a mouse to open and navigate computer applications by clicking buttons, menus, etc.	Yes
Easily locate and use keyboard keys and display screens.	Yes
Log on and off a computer or digital system.	Yes
Use common desktop icons and menus to open programs and files (e.g. internet browser, e-mail, etc..	Yes
Use common desktop icons and menus to open programs and files (e.g. internet browser, e-mail, etc.).	Yes
Identify and use different computer hardware components such as printers, scanners, and removable storage devices (e.g. DVD, USB drives).	Yes
Resolve basic technical difficulties (e.g. system reboot, paper jams, ink cartridge replacement).	Yes

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Use word processing programs to produce simple documents and perform simple formatting of text (e.g. business letters for memos; font type and size, bold and underline text, bullets or numbered lists).	Yes
Send e-mail messages with attachments to multiple recipients.	Yes
Use spreadsheet software to enter and organize data.	Yes
Manage electronic files (e.g. access shared files, save files to a specific location on a hard drive or disk, create folders).	No
Browse webpages to find information and download files.	Somewhat
Use internet search engines to find specific information by choosing the right search terms or adding operators (e.g. OR, “ “, define:) to my search terms.	No
Use spreadsheet software to prepare, edit, manipulate and analyze tables (e.g. create and modify production reports, create various types of charts or graphs).	Somewhat
Use word processing programs to produce documents with extensive formatting features (e.g. page numbering, headers and footers, table of contents, footnotes).	No
Use presentation software to produce visual aids (e.g. slides, hand-outs, and/or charts).	Somewhat
Give detailed technology-related explanations or training to co-workers (e.g. demonstrating features of commonly used or customized programs).	No
Successfully install and configure new software applications or add hardware devices.	No

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Identify and correct hardware or software problems by using manuals, on- line resources, etc.	Somewhat
Use and create databases to manage client contact information.	No
Digital Technology Strengths - I am confident that I can...	'[;lp[,.[l];.
Areas for Improvement - I would like to improve my ability to...	ugjygjbkhg