

Student's Name: _____ Student ID # _____

Computer Literacy Assessment Retest

As of **SEPTEMBER 20, 2010**, students who wish to retest on the Computer Literacy Assessment must first get approval from the Student Success Center. In order to receive approval to retest, students must complete one of the following options:

1. Visit the Tutoring Resource Center Date: _____

Skills learned: _____

Tutor's Name: _____ Tutor's Signature: _____

2. Attend a workshop Date: _____

Skills learned: _____

Tutor's Name: _____ Tutor's Signature: _____

3. Self remediation: See list below and check the items you have learned on your own.

Internet Explorer 7

- ☐ Use hyperlink to go to another web page
- ☐ Navigate using back/forward buttons
- ☐ Display specific web site by web address
- ☐ Copy text
- ☐ Go to a previously saved Favorites page
- ☐ Display home page
- ☐ View History
- ☐ Refresh the web page
- ☐ Change the web page's font size
- ☐ Add a web site as a Favorite

Windows XP

- ☐ Close a program
- ☐ Delete a file or folder
- ☐ Display contents of a specific drive/folder
- ☐ Minimize window
- ☐ Create a folder
- ☐ Arrange icons by name, type, size or date
- ☐ Rename a file or folder
- ☐ Copy file from one disk to another
- ☐ Switch programs
- ☐ Start a program

Email – Based on Microsoft Outlook

- ☐ Attaching document files via email
- ☐ Email address description
- ☐ Create new email
- ☐ Send email
- ☐ Forward email
- ☐ View Contacts list
- ☐ Create new contact
- ☐ Open email
- ☐ Display sent email
- ☐ Sort email by sent from, subject, date sent

Word 2007

- ☐ Open a document
- ☐ Save a document
- ☐ Correct spelling
- ☐ Set margins
- ☐ Change text to bold
- ☐ Change size of font
- ☐ Save a document specifying the file type
- ☐ Copy text
- ☐ Move text
- ☐ Print preview

Student Signature: _____ **Date:** _____

Cost to retest is \$15, paid at the Cashier's Office. Present this form to the Cashier with your payment. You **MUST** bring this form with your paid receipt to the Student Success Center when you retest.

Contact the Student Success Center at 419-755-4764 for an appointment. Date _____ Time _____

Retest Results: _____ % _____ /40 ☐ Passed ☐ Failed Administered by _____