



**Project Ideal: Distance Learning Pilot Project**

**Technology Assessment:** To be completed by each designated Project Ideal instructor

1. Designated Project Ideal instructor name: \_\_\_\_\_
2. ABLE Program name: \_\_\_\_\_
3. Do you have a computer at your local program for use with this pilot project?  Yes or  No
4. Does the computer at your program have Internet access?  Yes or  No
5. Please indicate your knowledge level of each of the computer skills/tasks listed below. If additional training is needed indicate that as well.

Computer Skills	Self sufficient	Limited knowledge	No knowledge	Need training
Open & close Windows (Minimize & Maximize)				
Work with the Taskbar				
Save a file to disk				
Create new folders				
Cut/copy and paste				
Insert clipart				
Create tables and graphs				
Create or format a document				
Create a spreadsheet				
Send and receive email messages				
Use Electronic list/Mailing list				
Downloading items from the Internet				
Attach documents to an email message				
Create an email address book				
Create an MS Power-point presentation				
Managing Bookmarks and/or Favorites				
Creating a Website/page				
Search the Web using directories & engines				
Chat rooms				
Instant Messenger (AOL, ICQ, Yahoo, etc.)				
Start up and shut down a computer				
Navigation on the Internet				
Microsoft Internet Explorer Browser				
Netscape Communicator/Navigator				
Keyboarding				
Basic mouse navigation (clicking, right clicking & dragging etc.)				