



New Employee Computer Skill Survey

Welcome to Fairfield University. This document includes a brief survey to assess new employee computer skills and identify training needs. We are asking that you answer the following questions so that we are able to evaluate the results and prepare future training sessions to meet your or your department's needs.

Thank You.

- Please indicate your level of computer software knowledge:

Basic/Intermediate

- ▶ Operating System Use and Functions (Desktop, Program Use/Navigation, Printing)
- ▶ Using Applications (Microsoft Word, Excel, PowerPoint, Outlook, Web Browsers)
- ▶ File Management (Organizing, Storage, Backing up Data)

Advanced

- ▶ Using Campus Network Resources (Artemis/Demeter, Terminal Services, VPN, Web)
- ▶ Advanced Applications Techniques (Mail Merge, Pivot Tables, Data Analysis, Tracking Changes)
- ▶ Web Development or Database Production (MS Access, FileMaker, Ingeniux)

- Which Microsoft Office applications are you and your department currently using?
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- Which Microsoft Office applications would you like to know more about?
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- Please choose at which level you feel you currently are knowledgeable about the following Microsoft Office applications:

Word Beginner Intermediate Advanced

Excel Beginner Intermediate Advanced

Outlook Beginner Intermediate Advanced

PowerPoint Beginner Intermediate Advanced

- Please indicate any other topics of interest/importance (not covered in this survey) which you would like to see covered in future training sessions.
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- Please provide your contact information if you wish to discuss future training opportunities. (Name, Phone Extension, Department, E-mail Address)
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