

# Technology Inventory Questionnaire

## Godley ISD

Please complete the following questionnaire. When asked to rate your ability level. (1 is beginning and 5 is advanced)

### COMPUTER BASICS

Can you:

- |  |  |   |   |
|--|--|---|---|
| 1. Start up and shut down a computer system and peripheral?            |  | Y | N |
| 2. Understand and navigate the Desktop, My Computer, and My Documents? |  | Y | N |
| 3. Open and work with more than one application at a time?             |  | Y | N |
| 4. Identify and use icons, windows, menus and create shortcuts?        |  | Y | N |
| 5. Name, save, save as, rename and retrieve documents?                 |  | Y | N |
| 6. Locate and work with folders and subdirectories?                    |  | Y | N |
| 7. Use the Help resource for software programs?                        |  | Y | N |
| 8. Use printing options to select printers and set page properties?    |  | Y | N |
| 9. Use Email?  |  | Y | N |

### WORD PROCESSING (WORD)

Can you:

- |   |           |   |   |
|---|-----------|---|---|
| 1. Enter, delete and edit text?                     |           | Y | N |
| 2. Use spell checker?                               |           | Y | N |
| 3. Copy, cut and paste?                             |           | Y | N |
| 4. Format text and paragraphs?                      |           | Y | N |
| 5. Insert date, time and page number?               |           | Y | N |
| 6. Create tables?                                   |           | Y | N |
| 7. Rate yourself on using word processing software: | 1 2 3 4 5 |   |   |

### DESKTOP PUBLISHING

- |  |           |   |   |
|--|-----------|---|---|
| 1. Can you create documents with text and graphics?    |           | Y | N |
| 2. Obtain Internet images and manage their size?       |           | Y | N |
| 3. Rate yourself on using desktop publishing software: | 1 2 3 4 5 |   |   |

### SPREADSHEET (EXCEL)

Can you:

- |  |           |   |   |
|--|-----------|---|---|
| 1. Create, save and print a spreadsheet.                           |           | Y | N |
| 2. Enter data and make modifications into an existing spreadsheet? |           | Y | N |
| 3. Create graphs?  |           | Y | N |
| 4. Create and use formulas?  |           | Y | N |
| 5. Insert a spreadsheet into word processing document?             |           | Y | N |
| 6. Rate yourself on using spreadsheet software:                    | 1 2 3 4 5 |   |   |

### DATABASE (ACCESS)

Can you:

- |   |           |   |   |
|---|-----------|---|---|
| 1. Create a database?                               |           | Y | N |
| 2. Can you search a database for specific criteria? |           | Y | N |
| 3. Rate yourself on using database software:        | 1 2 3 4 5 |   |   |

### MULTIMEDIA AND TECHNOLOGY INTEGRATION

- |  |  |   |   |
|--|--|---|---|
| Can you create PowerPoint presentations?                                   |  | Y | N |
| Can you use a digital camera and download the photographs into a computer? |  | Y | N |
| Can you scan images and import them into a presentation?                   |  | Y | N |
| Can you use a data projector?  |  | Y | N |
| Do you use Internet resources in your classroom?                           |  | Y | N |
| Have you ever used video streaming in your classroom?                      |  | Y | N |
| Have you ever used distance learning in your classroom?                    |  | Y | N |