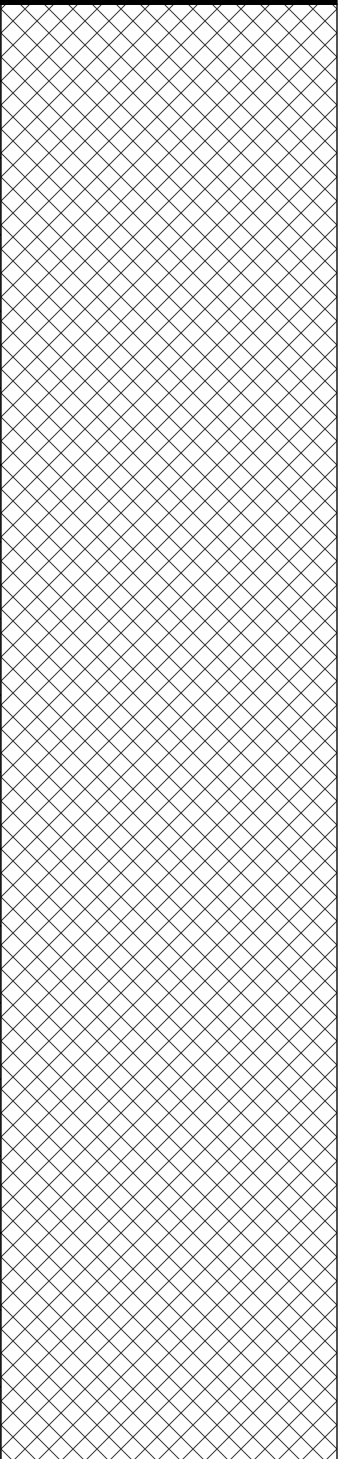


Pre-assessment Post-assessment

General Information

Consumer Name:	Evaluator Name:	Date:
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Assessment Summary

Typing Totals	Gross:	
	Net:	
Knowledge of Keyboard	Total:	
Windows	Total:	
Microsoft Word	Basic:	
	Advanced:	
	Total:	
Spreadsheets (Excel, etc.)	Basic:	
	Advanced:	
	Total:	
Internet	Total:	
Screen Magnifier	Basic:	
	Advanced:	
	Total:	
Speech	Total:	
OCR	Total:	
Notetaker	Basic:	
	Advanced:	
	Total:	

Knowledge of Keyboard

Criteria	Accomplished
Key: 0 = Could not complete; 1 = Completed task with assistance; 2 = Completed task successfully, no assistance required	
A. Locate home row and type your name (including capital letters).	<input type="text"/>
B. Press Control A.	<input type="text"/>
C. Press Alt A.	<input type="text"/>
D. Press the Escape Key.	<input type="text"/>
E. Press the Enter Key.	<input type="text"/>
F. Press the Delete Key.	<input type="text"/>
G. Press the Backspace Key.	<input type="text"/>
H. Press the number 2 on the numbers row.	<input type="text"/>
I. Press the F2 Key.	<input type="text"/>
J. Press the up arrow.	<input type="text"/>
K. Press the number 5 on the numbers pad.	<input type="text"/>

Keyboard Knowledge Total:

Typing Speed

- A. A typing test is required if the consumer is **not** currently working.
- B. Non-working consumers (including students) should type a minimum of 30 net wpm (this requirement is waived only when there are disabilities which physically prohibit accomplishing 30 net wpm).
- NOTE:** The keyboard and typing tests should be administered by the EAS or designated staff as soon as a vocational goal potentially involving adaptive equipment (other than CCTVs/video magnifiers) is identified. In order to test typing skills, a cassette or computer with typing software has been provided to each office.

Gross WPM (Words Per Minute):

Mistakes:

Net WPM:

Microsoft Windows

Criteria	Accomplished
Key: 0 = Could not complete; 1 = Completed task with assistance; 2 = Completed task successfully, no assistance required	
A. How do you open the Windows Start menu?	<input type="text"/>
B. How do you open a program?	<input type="text"/>
C. How do you open Windows Explorer?	<input type="text"/>
D. How do you open the My Documents folder?	<input type="text"/>

Windows Total:

Microsoft Word

Basic Criteria		Accomplished
Key: 0 = Could not complete; 1 = Completed task with assistance; 2 = Completed task successfully, no assistance required		
A. How do you open a blank document?		
B. How do you change the right and left margins?		
C. How do you change the font to bold?		
D. How do you run spell check?		
E. How do you save a document to the My Documents folder?		
F. How do you print a document?		
		Basic Subtotal:
Advanced Criteria		Accomplished
Key: 0 = Could not complete; 1 = Completed task with assistance; 2 = Completed task successfully, no assistance required		
A. How do you create a table with 4 columns and 25 rows?		
B. How do you create a page of address labels?		
C. How do you strike out one sentence of a document?		
		Advanced Subtotal:
		Word Total:
Spreadsheets (Excel, etc.)		
Basic Criteria		Accomplished
Key: 0 = Could not complete; 1 = Completed task with assistance; 2 = Completed task successfully, no assistance required		
A. How do you open a worksheet?		
B. How do you enter data into a worksheet?		
C. How do you create a formula to add a column of numbers?		
D. How do you print one section of the worksheet?		
		Basic Subtotal:
Advanced Criteria		Accomplished
Key: 0 = Could not complete; 1 = Completed task with assistance; 2 = Completed task successfully, no assistance required		
A. How do you create a pie chart from a worksheet?		
B. How do you format the legend on the pie chart?		
C. How do you create a hyperlink to another worksheet?		
		Advanced Subtotal:
		Spreadsheet Total:

Internet

Criteria	Accomplished
Key: 0 = Could not complete; 1 = Completed task with assistance; 2 = Completed task successfully, no assistance required	
A. How do you open the browser?	<input type="text"/>
B. Where do you type in an Internet address on the screen (Yahoo.com, etc.)?	<input type="text"/>
C. How do you start a web search?	<input type="text"/>
D. How do you find a link on the page?	<input type="text"/>
E. How do you set a Favorite/Bookmark?	<input type="text"/>
Internet Total:	

Screen Magnifier Program

Basic Criteria	Accomplished
Key: 0 = Could not complete; 1 = Completed task with assistance; 2 = Completed task successfully, no assistance required	
A. How do you open the program?	<input type="text"/>
B. How do you change the magnification level?	<input type="text"/>
C. How do you change the foreground and background colors on the screen?	<input type="text"/>
D. How do you locate the toolbar on the screen?	<input type="text"/>
Basic Subtotal:	
Advanced Criteria	Accomplished
Key: 0 = Could not complete; 1 = Completed task with assistance; 2 = Completed task successfully, no assistance required	
A. How do you set a target?	<input type="text"/>
B. How do you set the program to scroll text on the screen?	<input type="text"/>
C. How do you set the program to automatically jump from one section of the screen to another to fill in blanks, etc.?	<input type="text"/>
Advanced Subtotal:	
Screen Magnifier Program Total:	

Speech Program

Criteria	Accomplished
Key: 0 = Could not complete; 1 = Completed task with assistance; 2 = Completed task successfully, no assistance required	
A. How do you load the speech program?	<input type="text"/>
B. How do you read the first sentence of the document?	<input type="text"/>
C. How do you read the second word of the first sentence?	<input type="text"/>
D. How do you change the speed of the speech output?	<input type="text"/>
E. How do you set the program to pronounce each word as you type?	<input type="text"/>
Speech Program Total:	

OCR

Criteria	Accomplished
Key: 0 = Could not complete; 1 = Completed task with assistance; 2 = Completed task successfully, no assistance required	
A. How do you open the OCR program?	<input type="text"/>
B. How do you scan a document?	<input type="text"/>
C. How do you read a scanned document?	<input type="text"/>
D. How do you save a scanned document?	<input type="text"/>
OCR Total:	

Notetakers

Basic Criteria	Accomplished
Key: 0 = Could not complete; 1 = Completed task with assistance; 2 = Completed task successfully, no assistance required	
A. How do you locate the power button and turn on the unit?	<input type="text"/>
B. How do you change the speech parameters?	<input type="text"/>
C. How do you locate and open a file?	<input type="text"/>
D. How do you read the first sentence of the file?	<input type="text"/>
E. How do you create a blank file?	<input type="text"/>
F. How do you insert a new word into a document?	<input type="text"/>
G. How do you delete a file?	<input type="text"/>
H. How do you copy a file into an external disk drive?	<input type="text"/>
I. How do you print a file?	<input type="text"/>
Basic Subtotal:	

Advanced Criteria	Accomplished
Key: 0 = Could not complete; 1 = Completed task with assistance; 2 = Completed task successfully, no assistance required	
A. How do you set the date/time on the calendar?	<input type="text"/>
B. How do you set an alarm date/time?	<input type="text"/>
C. How do you perform a calculation and insert into a document?	<input type="text"/>
Advanced Subtotal:	

Notetaker Total:

Signature

Report completed by (print name):	Signature: X	Date:
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