

Library Self Evaluation: Windows Operating System

Introduction:

This survey is designed to introduce your staff to the “first level” concepts of the Microsoft Windows Operating System. The goal is to have staff members think about Windows programs because a good working knowledge is essential to making the most efficient use of Polaris. Please distribute this survey to all staff members who will be using Polaris. Staff members should self-evaluate and work on areas where they have the weakest knowledge. Staff members attending the Polaris training should consistently be able to truthfully check “Know all about it and how to do it.” **This evaluation is for your internal use only – you do not have to return it to Polaris.** Remember, the greater your staff’s working knowledge of Windows, the better Polaris will work for you.

Desktop		Know all about it and how to do it	Know it’s possible, but don’t know how	Didn’t know it was possible
1.	Know what the Start Menu is and how to open it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Know what a shortcut icon is.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Know what a program icon is.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Know what the taskbar is.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Know how to open minimized programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programs/Applications		Know all about it and how to do it	Know it’s possible, but don’t know how	Didn’t know it was possible
1.	Know how to use standard Windows toolbars.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Know what a drop down menu is and how to use it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Know how to manipulate the scroll bar by clicking on the arrows at the top and bottom of the scroll bar.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Know how to manipulate the scroll bar by clicking on the gray box inside the scroll bar.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Know how to manipulate the scroll bar by clicking above or below the gray box in the scroll bar.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Programs/Applications	Know all about it and how to do it	Know it's possible, but don't know how	Didn't know it was possible
6.	Able to open, close, and save using both menus and icons.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Can move around documents without mouse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Can manipulate mouse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Know how to highlight text with mouse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Know how to highlight text using Shift key and arrowkeys.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Know how to perform basic editing functions (cut, paste, restore) using Edit menu.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Know how to perform basic editing functions by right clicking on the mouse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Know what a context menu is.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Know what a Wizard is and how to use it.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Know how to drag and drop text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Know what a tool tip (aka screen tip) is.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Windows Explorer	Know all about it and how to do it	Know it's possible, but don't know how	Didn't know it was possible
1.	Understand the purpose of Windows Explorer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Understand the layout of Windows Explorer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Know the difference between a folder and a file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Understand the screen display (toolbars, menus, etc) of Windows Explorer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Total	_____	_____	_____