

NEEDS ASSESSMENT WORKSHEET

Computer Basics for Beginners

Created by: [Beth Duttlinger](#) for the [Pasquotank-Camden Library](#) (Elizabeth City, NC) 2002

Updated: 1/15/2010

	KNOWLEDGE	SKILLS	ATTITUDE
MASTERY	Vocabulary <ul style="list-style-type: none"> • Desktop, taskbar, icons • Operating system • Monitor, pixel • CPU, CD-ROM, USB drive • Keyboard • Peripheral • Network Internet policy Computer policy Programs available on Library's computers	Mouse skills <ul style="list-style-type: none"> • Point • Click • Drag • Double click • Highlight • Scroll • Right click 	Unafraid of computers Willing to learn
PRESENT STATE			Willing to learn
DIFFERENCE	Vocabulary <ul style="list-style-type: none"> • Desktop, taskbar, icons • Operating system • Monitor, pixel • CPU, CD-ROM, USB drive • Keyboard • Peripheral • Network Internet policy Computer policy Programs available on Library's computers	Mouse skills <ul style="list-style-type: none"> • Point • Click • Drag • Double click • Highlight • Scroll • Right click 	Unafraid of computers

Number of Participants: Group of up to 10

Length of Presentation: 1 ½ Hours

Learning Objectives:

1. Patrons will know the computer vocabulary, the Library's Internet Policy, and what computer programs are available at the Library.
2. Patrons will be able to use the mouse.
3. Patrons will be unafraid to use the computers and programs at the Library.