

# Training Needs Assessment

Please take a few minutes to think about your training needs and complete the following Needs Assessment. It will help you decide which course to register for first.

I Know and Feel Comfortable With:	Yes	No
<b>Windows 98</b>		
- When to single click and when to double click		
- The difference between Left click and Right click		
- How to "Drag & Drop"		
- How to re-size an open Window		
<b>Find/Windows Explorer</b>		
- How to find a lost file		
- How to use Windows Explorer		
- How to create new folders		
- How to copy or move files between folders		
<b>Internet</b>		
- What is a browser		
- What is a search engine		
<b>Email</b>		
- Composing an Email		
- Adding people to my Address book		
- Creating a signature for my Email		
- Creating folders to organize my Email messages		

If you answered, "Yes" to 10 or more of the questions above you can either benefit from the review of taking this Beginning Basics skills class or move directly to the User Support Skills class.

## Round 1 Training Dates for Basic Skills

Please mark the session you would like to attend:

- Friday, Sept 14 at **Vancouver CommunityNet (411 Dunsmuir Street)**
- Friday, Sept 28 at **Vancouver CommunityNet (411 Dunsmuir Street)**
- Friday, Oct 5 at **Vancouver CommunityNet (411 Dunsmuir Street)**
- Friday, Oct 26 at **Vancouver CommunityNet (411 Dunsmuir Street)**

**All classes will be from 9:00 am to 4:00 pm**

Each organization can register a maximum of two (2) people. Remember each person registering must fill in his or her own Needs Assessment and Registration form. Space is limited to 12 people

*Please print*

Organization Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of Person attending: \_\_\_\_\_

Phone number (if different than Organization Number: \_\_\_\_\_

Please fax this completed registration form to: 604-257-3808.

Further information: 604-257-3806