

If you are thinking of doing an ECDL course try our computer skills 'Self Appraisal' checklist and contact one of our Client Support team to find out more about the free IT training available for you.

Wexford Local Development Client Support Team

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WLD Computer Skills Self Appraisal Checklist

Topic	I have little knowledge or skill in this area	I have some knowledge or skill in this area	I am fully confident in this area
Microsoft Word:			
Create a document			
Find and open a document			
Make changes to documents			
Saving documents			
Retrieving Documents			
Spell check a document			
Preview a document			
Print a document			
Spreadsheets:			

Create a spreadsheet			
Enter text into a spreadsheet			
Enter formulas using arithmetic operators (+, -, *, /)			
Use the simple function 'sum'			
Use the simple function 'min'			
Use the simple function 'max'			
Replicate formulae			
Insert / delete rows & columns			
Edit data and formulae in cells			
Display data appropriately			
Create headers & footers			
Sort data into ascending or descending order			
Create / edit charts			
Printing spreadsheets			
Emails:			
Use Outlook software for emailing			
Navigate to an email message			
Open / read an email message			
Create / reply / send an email			
Attach files to an email message			
Search Engines:			
Use a search engine to find information from the internet			
Use links			
Use quotation marks in a search			
Interface Features:			
Open / close windows			
Minimise / maximise windows			
Switch between open windows			
Use scrollbars			
Change volume			
Change background / wallpaper / screen saver			
Working with files & folders:			
Create & name folders			
Save file in appropriate locations using appropriate file names			
Use 'Save As' when appropriate			
Locate and open existing files			