Necessary Computer Skills

Computer skills are increasingly necessary in the workforce today. Even workers who have computer skills often neglect to draw attention to those skills by leaving them off their resume or burying them at the bottom. This is particularly problematic for older workers or those re-entering the workforce after time away.

Use the chart below to help you decide what level your skills are.

|  |  |
| --- | --- |
| Skill | Rating |
| Email, with attachments | Yes No  |
| Word ProcessingSkills as taught in the Computer Mama books.  | BeginningIntermediateAdvanced |
| Mail MergesCan you complete a Mail Merge | YesNo |
| SpreadsheetsSkills as taught in the Computer Mama books.  | Limited IntermediateAdvanced |
| ChartsCan you create a Chart in Excel? | Yes No |
| PowerPoint PresentationsCan you create a PowerPoint presentation? | YesNo |