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 Processing  Skills as taught in the Computer Mama books. | Beginning  Intermediate  Advanced |
| Mail Merges  Can you complete a Mail Merge | Yes  No |
| Spreadsheets  Skills as taught in the Computer Mama books. | Limited  Intermediate  Advanced |
| Charts  Can you create a Chart in Excel? | Yes  No |
| PowerPoint Presentations  Can you create a PowerPoint presentation? | Yes  No |