



# THE SCHOOL OF ADAPTIVE COMPUTER TRAINING

*To enhance the computer technical skills and marketability of people with disabilities and others affected by the digital divide.*

## Computer Skills Assessment

**Now Enrolling!**

Online **or** in person class options available.

### Class Description

Students will be given assignments in Microsoft Word, Excel, and Outlook to complete tasks increasing in difficulty to gauge their ability to use Microsoft Office programs in a work environment. Students will also be given an assignment testing their ability to use the internet for research purposes and a daily typing and 10-key test will be administered to determine their ability to use a keyboard.

### Class Duration

10 hours

### Skills Tested

- **Using Microsoft Word**
  - Creating new documents
  - Saving
  - Formatting
  - Editing
  - Sharing
  - Collaborating
  - Proofing
- **Using Microsoft Excel**
  - Creating new documents
  - Saving
  - Formatting
  - Editing
  - Sharing
  - Collaborating
  - Proofing
  - Using formulas
- Collaborating
- Proofing
- Using formulas
- **Using Microsoft Outlook**
  - Creating and sending email
  - Managing your inbox
  - Using the calendar
  - Using tasks
- **Internet Use & Research**
  - Performing effective searches and how to find information required to complete tasks
- **Typing/10-key**
  - Daily typing and 10-key tests varying in length and difficulty to evaluate keyboarding skills

### Expected Outcomes

Counselors will gain a better understanding of their client's ability to use Microsoft Office programs in a workplace. A report will be provided detailing a client's abilities and training recommendations to assist in professional development.

Visit [www.cprf.org/programs/sact](http://www.cprf.org/programs/sact) to view our current class schedule.

**It's about employment and independence for people with disabilities. The rest is technology.**

The School of Adaptive Computer Training | A program of Cerebral Palsy Research Foundation of Kansas, Inc.  
5111 E 21st St N | Wichita, KS 67208 | (316) 652-1527 | AaronM@cprf.org | [www.cprf.org/programs/sact](http://www.cprf.org/programs/sact)

