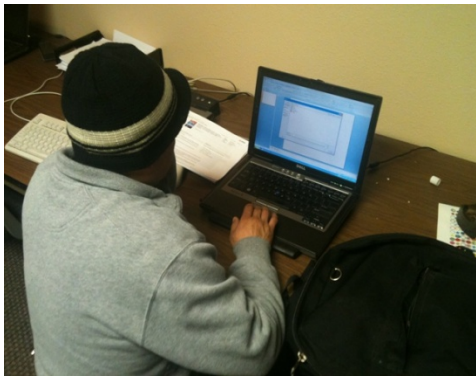


Computer Classes outcome report 2nd level October - November 2011

Prepared by Jorge Tello – Program Coordinator

The Computer Class level II for this fall started on October 26th at Sunset Gardens Apartments, with Residents from Montebello and Sunset Gardens. In this class the students were able to learn more details about word processing, word art, text and picture editing tools, e-mail. They learned basic Excel functions and operations such as opening worksheets, recognition and operation of Excel basic formulas, editing cells, rows and columns. They also practiced doing a running balance with their daily expenses.



We normally teach the residents how to use msn messenger in this class but everyone in the group knew how to use the program. But only three had used it to communicate with families and friends from their country.

Instead of msn messenger residents learned the basics of Microsoft Office Power Point 2007, inserting slides, adding animation and design to the slides, inserting pictures, etc.

Everyone had a great time creating their power point presentation about their skills and work experience.

This group had a lot of questions about Internet security. Since they had taken the Level I class some of the participants had decided to buy a computer or started using their kid's computers; they were concerned about their children's security while navigating the Internet for homework research or to find online games.

Everyone was a quick learner in this class and they took the initiative to help others while I was helping someone in the class.

As a coordinator and teacher of the computer classes I'm so excited about the accomplishments of the residents after each Class.



COMPUTER LITERACY ASSESSMENT 2nd Level

This report reflects how many people out of 4 had general knowledge in computer, word processing and internet. On the pre and post test.

Word Processing	Pre Test	Post test
1. Do you know how to insert Word Art?	0	4
2. Do you know how to edit and use Word Art?	0	4
3. Do you know how to download an image from the Internet?	4	4
4. Do you know how to insert headers and footers?	2	3
5. Do you know how to change the margins in a document?	1	2
6. Do you know you use the spell-checker?	3	4
7. Do you know what "Clipboard" is?	2	3
8. Do you know how to create a table in a document?	3	4
9. You know how to tell the word processor to put numbers to pages?	1	3
10. Do you know how to select the language when you use word processor?	1	3
11. Do you know how to insert an image into a document?	2	4

Spreadsheets	Pre Test	Post test
1. Do you know what a cell in a spreadsheet is?	0	4
2. Do you know how to copy a column of figures from one column to another?	0	3
3. Do you know how to create a formula to add a column of numbers?	0	3
4. Do you know how to create a chart from data?	0	1
5. Can you change a format of a number from currency to comma and do you know what that means?	0	4
6. Do you know how to insert a formula?	0	4
7. Do you know how to do auto sum?	0	4
8. Do you know how to calculate a running balance?	0	4

Internet	Pre Test	Post test
1. Do you know how what is MSN Messenger and how to use it?	4	4
2. Do you know how what is Windows Media Player and how to use it?	0	4
3. Can you name 3 main search engines?	4	3
4. If you found a website on the web that you liked, do you know how to save that site so you can easily return to it?	4	3
5. Do you know what a computer virus is and how to avoid them?	4	4