

Computers à la Carte
Spring, 2012

Name _____

Address _____

Phone _____ Best time(s) for contact _____

E-Mail _____

1. Please check what you would like to learn in your individual sessions. Use Other to describe anything of interest to you that is not included.

- ☐ Computer basics. (I really don't know what to do after I turn on the computer.)
- ☐ Working with folders and files. File management, creating and moving folders, renaming, etc.
- ☐ Windows. I am familiar with the basics but would like to know more details.
- ☐ Word processing with Microsoft Word.
- ☐ Using the Excel spreadsheet.
- ☐ Organizing and editing photos and other graphics
- ☐ Using PowerPoint
- ☐ E-mail: organization, attachments, other aspects
- ☐ Searching the Web
- ☐ Using a specific program. Which one? _____
- ☐ Researching family history
- ☐ Shopping on the internet
- ☐ Other (Explain): _____

2. Approximately how long have you been using a computer? _____

3. If you know it, what version of Windows is on your computer? _____

4. In which software programs or aspects of computer use do you consider yourself somewhat proficient? _____

5. Sessions will begin on April 9. Would you prefer sessions in the

- ☐ morning
- ☐ afternoon
- ☐ either one

Do you prefer any particular days of the week? _____ Which ones? _____

6. Would you like to add anything else? _____

Thank you! Rita Goldberg will contact you in April about your sessions

Please return this questionnaire to SOAR in person (Van Housen Ext. Room 382), by e-mail (soar@potdam.edu)
or via USPS:

SOAR, 389 Van Housen Ext.
SUNY Potsdam, 44 Pierrepont Ave.
Potsdam, New York 13676