



We Travel



Hi

This is a self-assessment sheet I forward to those who enquire and wish to see what their present skill Level may be.

It demonstrates the courses in which I coach, and lets me then advise a personalised course structure to suit your needs and aspirations for skills with computers, tablets, iPads, smart phones etc

Assuring you of our best service and attention at all times

Hoping to hear back from you soon, so I can forward you an email in "tick sheet format"

Regards,

**Step by Step
One on One
At your Place
On Your Computer**

Ray Eastgate

Trainer/Coach/Tutor

Spectrum Computer Courses

0409-364566

Call or Text Ray – 7 days

www.spectrumcomputercourses.com.au << click here

Servicing All of S.E Queensland – We Come to you – We Travel

Telephone Tutorials (with Workbooks), Skype and Remote Access (Team Viewer) to your computer are also available –

If you do NOT want to receive any more emails from us
Please hit "reply" and add "no emails" in the SUBJECT area

Self-assessment of your present skills, interests & desires for the future



Please fill out what you can & return to me

COURSES AVAILABLE & OUTCOMES you require from training/coaching:-

- One on one
- Side by Side
- Step by Step
- Hands On

Refer also my website www.spectrumcomputercourses.com.au

There are 2 tables below:-

.(A) – shows your present knowledge with computers

.(B) – shows your desired OUTCOME with computers after a training/coaching course

Please make some short comments regarding:-

- ❖ The computer equipment and internet links you have available
Eg a Windows 10, Desktop with printer, ADSL or NBN internet link, prepaid USB dongle
.....
- ❖ Some comment about your mouse/keyboard skills. Do you know your typing speed
Eg the number of words per minute. (first timers are often about 6 wpm, high school students today doing regular assignments are about 25/30 wpm), short hand typists maybe 80/100 wpm.
.....
- ❖ The areas of the computer and smart phone, that you frequently use at present
Eg Emailing, YouTube, Facebook, texting, camera and photo
.....
- ❖ Your reason for wanting to UPSKILL in computers
Eg Job search, recreation, to be there for your children, please grandchildren, buy online, book tickets.
.....
- ❖ Your availability for training/coaching sessions (Best quotes are for full day sessions)
Eg Any time, any days, from 9:00 till 2:30, weekends preferred, afternoons after 4 pm for 3 hrs or so.
.....
- ❖ Your location for one on one training, eg Your home, your work, local Library
Also indicate if you need to have a computer made available for the training, or if you can borrow one.
.....

- ❖ Paying for the Training fees and support material eg (Best quotes are for prior or prompt payment)
Who is paying for the training, and can the fees be paid either in advance or ON THE FIRST DAY by bank transfer ??
.....

Please assess yourself of your present computer knowledge .. type "X" in the box

Rate your present knowledge **/10** in the table below... (1 is low, 10 is high)

.(A)

	/10
MS Office Word	
MS Office Excel	
MS Office Publisher	
MS Office Access	
MS Office Powerpoint	
MS Office Outlook Emailing	
MS Office Outlook Calendar etc	
MS Office Picture Manager	
Digital Camera	

	/10
Google	
Other Internet Searching	
Downloads	
Skype	
Blogging	
Windows 7	
Windows 10	
Firefox	
Google Chrome	
Internet Explorer/Edge	
Web marketing	
Yellow pages Products	
MYOB/Quickbooks Basic Data Entry	
MYOB/Quickbooks Payroll	
MYOB/Quickbooks Inventory	
MYOB/Quickbooks Financial	
Cloud Accounting	
RSVP and other such sites	
Twitter	
Facebook	
Tablets in General	
I/Pad	
I/Phone	
Apple Mac Computer	
Smart Phone - Android	

(B)

Please select those courses below that you require for upskilling ... type "X" in the box
Then rate the outcome (skill level) you would like **/10** in the Courses that interest you... (1 is low, 10 is high)

Return to me so I can then suggest what will be of best value for you.

	/10
MS Office Word	
MS Office Excel	
MS Office Publisher	
MS Office Access	
MS Office Powerpoint	
MS Office Outlook Emailing	
MS Office Outlook Calendar etc	
MS Office Picture Manager	
Digital Camera	

	/10
Google	
Other Internet Searching	
Downloads	
Skype	
Blogging	
Windows 7	
Windows 10	
Firefox	
Google Chrome	
Internet Explorer/Edge	
Web marketing	
Yellow pages Products	
MYOB/Quickbooks Basic Data Entry	
MYOB/Quickbooks Payroll	
MYOB/Quickbooks Inventory	
MYOB/Quickbooks Financial	
Cloud Accounting	
RSVP and other such sites	
Twitter	
Facebook	
Tablets in General	
I/Pad	
I/Phone	
Apple Mac Computer	
Smart Phone Android	

Return to me so I can then suggest what will be of best value for you

Cheers

Step by Step
One on One

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