DATE _____

COMPUTER TUTOR – PROFILE

LIBRARIAN'S NAME _____

DEPARTMENT _____

STRENGTHS

☐ COMPUTER BASICS; TURNING ON/OFF, MANAGING THE MOUSE, CLICKING, USING THE KEYBOARD, ETC.

☐ MS WORD ☐ MS EXCEL ☐ MS OUTLOOK

☐ MS POWERPOINT ☐ LIBRARY WEBSITE

☐ BROWSER BASICS/INTERNET SEARCHING

☐ EMAIL (CIRCLE ALL THAT APPLY) SUFFOLKWEB GMAIL YAHOO OPTONLINE

☐ EBAY ☐ FILE MANAGEMENT

☐ COPY/CUT/PASTE ☐ AOL

☐ OTHER _____

_____

TRAINING LOCATION ☐ DIX HILLS ☐ MELVILLE

PREFERRED TRAINING DAY/TIME _____

_____

_____

7/07