

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:

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