

Computer Skills Requirements for hourly, non-professional positions for 23 non-manufacturing Rock County Employers

76-100% of companies	51-75% of companies	26-50% of companies	1-25% of companies	
What General Computer Knowledge do you expect from your employees in hourly, non-professional positions? Please check all that apply.				
X				Log-on to computer
X				Log-off of computer
X				Restart computer
X				Open, use and close programs
X				Use the task bar to manage more than one open window
X				Use a mouse effectively
	X			Good keyboarding skills (touch-type 40 wpm)
				<i>Other / Comments</i> Know the functions of all the keys on the keyboard. Ability to scroll up/down to see more areas of the page. Their speed is of no consequence to me but they must meet the deadline. Skills above essential in nearly every job these days.
What kind of File Management knowledge do you expect from your employees in hourly, non-professional positions? Please check all that apply.				
X				Save, retrieve and name files
	X			Create folders
	X			Navigate file structures (folders and subfolders)
		X		Create shortcuts
		X		Transfer files from one device to another (between flash drive, phone, camera, mp3 player, etc and a computer)
				None apply for my business
				<i>Other / Comments:</i> Organizing the files appropriately
What kind of Word Processing Skills do you expect from your employees in hourly, non-professional positions? Please check all that apply.				
X				Create, edit, copy, cut and paste a block of text
X				Change texts fonts, size, color and style
	X			Insert and remove/modify margins, tabs, headers, footers, page numbers and line spacing
	X			Use a mouse to "drag" a block of text
X				Use a spell checker
		X		Create a table in a word processing document
		X		Insert graphics and other files (such as spreadsheets) into a document
What kind of Electronic Communication Skills (email, listservs) do you expect from your employees in hourly, non-professional positions? Please check all that apply.				
X				Compose, send, reply to and forward email messages
		X		Create a signature block
	X			Maintain electronic address book to store individual and Group email addresses
	X			Set email preferences for delivery, formatting, spell check, security, message handling and file management
		X		Configure junk mail filter to accept or reject emails from specific sources
			X	Transfer text files between a desktop and a server (e.g. FTP client)
X				Send an attachment as part of an email message
			X	Subscribe to a listserv
			X	Participate in an asynchronous computer conference, online chat group or news group

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What kind of Web Skills do you expect from your employees in hourly, non-professional positions? Please check all that apply.				
X				Open an Internet Browser (Microsoft Explorer, Safari, Firefox, AOL, etc)
	X			Use hyperlinks to go from one web page to another
		X		Use an online "shopping cart"
X				Use a URL (internet address) to go to a web site.
X				Find websites using a search engine or directory such as Google, Bing, or Yahoo.
			X	Customize a Web Browser (security settings, tool bars, homepage, etc.)
	X			Bookmark a web site
		X		View, download, decompress and open documents and programs from Internet sites (e.g. graphics, HTML, demonstrations of applications, documents, presentation files, PDF files)
		X		Empty the disk and memory cache on a browser to free up space on the hard drive
What kind of knowledge of Spreadsheets do you expect from your employees in hourly, non-professional positions? Please check all that apply.				
X				Move and scroll through a spreadsheet
X				Enter, edit, and delete the contents of cells
X				Create a simple spreadsheet with rows, columns, and headings
	X			Insert and delete rows and columns
	X			Format contents of cells (format numbers, align cell content, change fonts and add borders)
		X		Write or create a formula
		X		Select a range of spreadsheet rows and columns and create a chart, bar graph, pie graph, table and line graph
			X	Insert tables and graphs into a word processing document
What kind of Presentation Skills do you expect from your employees in hourly, non-professional positions? Please check all that apply.				
	X			Create presentations using wizards, design templates or blank layouts
	X			Create slides using standard layouts and designs
		X		Modify standard layouts and designs
		X		Edit slides, insert slides from other presentations and re-sequence slides
		X		Change text fonts, add bullets or numbers to slide content
		X		Use spell checker to check for typos and misspelled words
		X		Add objects (e.g. clip art, pictures, video clips, sound) to your slide show
		X		Add animations and transitions to your slides
		X		Navigate between slides and switch between different views (slide, outline, notes)
What kind of Social Media skills do you expect from your employees in hourly, non-professional positions? Please check all that apply.				
		X		Use a social networking site such as Facebook, MySpace or LinkedIn
			X	Use a web service such as Flickr or Delicious
			X	Post a document, resume, picture, or video to a website, web service or social media site
			X	Post comments to a blog
		X		Good understanding of online etiquette
			X	Contribute to a Wiki
			X	Create a blog or wiki
			X	Post digital pictures
			X	Post digital video
				<i>Other / Comments</i>
				<i>Understand that on company time, social media is a tool and not a toy.</i>

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What kind of System Maintenance & Security Knowledge do your employees in hourly, non-professional positions need? Please check all that apply.				
			X	Diagnose and correct common hardware/software problems using self-help resources (manuals, online help and Windows troubleshooter)
			X	Add new hardware such as scanners, mouse, keyboards, monitors, printers, etc
			X	Add new software
			X	Upgrade existing software
			X	Use and maintain an up-to-date antivirus program to check for viruses; know what to do if it appears a computer is infected with a virus
		X		Know what computer practices put computers at risk for virus infection