Basic Computer Literacy (Windows 10)
Assessment Fact Sheet

Overview

The Basic Computer Literacy (Windows 10) simulation evaluates knowledge of general computer terms. It also determines the ability to manage files, work with a Windows operating system and application software, access and browse the Internet, and send e-mails. It consists of both multiple choice and simulation items.

Relevant Job Roles	Administrative Assistant, Customer Service Representative, Receptionist, Data Entry Operator, Backend Support Executive, Tech Support Executive

Details

Language	English (US)
Average Testing Time (minutes)	09 minutes
Allowed Time (minutes)	30 minutes
Maximum Number of Questions	30 questions
Number of Sittings	One
Test Type	Simulation, Multiple Choice
Sector	Software Skills
Scores Reported	• Overall Score • Application Software • Computer Terms • Internet and Email • Managing Files • Operating System • Parts of Computer
O*NET Competency	Computer and Electronics

Knowledge, Skills, Abilities And Competencies Measured

The following areas are covered:

- Application software
- Web broswers and search engines
- Email applications
- Types of operating systems
- Basic file commands and functions