



COMPUTER PROFICIENCY QUESTIONNAIRE

CPO-12 (Short)

This questionnaire asks about your ability to perform a number of tasks with a computer. Please answer each question by placing an X in the box that is most appropriate. If you have not tried to perform a task or do not know what it is, please mark “**NEVER TRIED**”, regardless of whether or not you think you may be able to perform the task.

1. Computer Basics

| I can: | Never tried ₁ | Not at all ₂ | Not very easily ₃ | Somewhat easily ₄ | Very easily ₅ |
|---------------------------------|--------------------------|-------------------------|------------------------------|------------------------------|--------------------------|
| Use a computer keyboard to type | | | | | |
| Use a mouse | | | | | |

2. Printer

| I can: | Never tried ₁ | Not at all ₂ | Not very easily ₃ | Somewhat easily ₄ | Very easily ₅ |
|---------------------------------|--------------------------|-------------------------|------------------------------|------------------------------|--------------------------|
| Load ink into the printer | | | | | |
| Fix the printer when paper jams | | | | | |

3. Communication

| I can: | Never tried ₁ | Not at all ₂ | Not very easily ₃ | Somewhat easily ₄ | Very easily ₅ |
|-------------|--------------------------|-------------------------|------------------------------|------------------------------|--------------------------|
| Open emails | | | | | |
| Send emails | | | | | |

4. Internet

| I can: | Never tried ₁ | Not at all ₂ | Not very easily ₃ | Somewhat easily ₄ | Very easily ₅ |
|--|--------------------------|-------------------------|------------------------------|------------------------------|--------------------------|
| Find information about local community resources on the Internet | | | | | |
| Find information about my hobbies and interests on the Internet | | | | | |

5. Calendar

| I can: | Never tried ₁ | Not at all ₂ | Not very easily ₃ | Somewhat easily ₄ | Very easily ₅ |
|---|--------------------------|-------------------------|------------------------------|------------------------------|--------------------------|
| Use a computer to enter events and appointments into a calendar | | | | | |
| Check the date and time of upcoming and prior appointments | | | | | |

6. Entertainment

| I can: | Never tried ₁ | Not at all ₂ | Not very easily ₃ | Somewhat easily ₄ | Very easily ₅ |
|---|--------------------------|-------------------------|------------------------------|------------------------------|--------------------------|
| Use a computer to watch movies and videos | | | | | |
| Use a computer to listen to music | | | | | |