



COMPUTER PROFICIENCY QUESTIONNAIRE

Note: Questions that are retained in the short form of the CPQ (CPQ-12) are indicated with an asterisk

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
a. Turn a computer on and off					
b. Use a computer keyboard to type *					
c. Use a trackball					
d. Use a mouse *					
e. Adjust the volume of the computer speakers					
f. Adjust size of the text on screen					

2. Printer

I can:	Never tried ₁	Not at all ₂	Not very easily ₃	Somewhat easily ₄	Very easily ₅
a. Print documents					
b. Print photographs					
c. Load paper into the printer					
d. Load ink into the printer *					
e. 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
a. Open emails *					
b. Send emails *					
c. Send the same email to multiple people at the same time					
d. Store email addresses in an email address book or contact list					
e. View pictures sent by email					
f. Send pictures by email					
g. Chat using Internet chat rooms					
h. Chat using instant messaging					
i. Post messages to the Internet (e.g., to blogs, Facebook, Twitter, online forums)					

4. Internet

I can:	Never tried ₁	Not at all ₂	Not very easily ₃	Somewhat easily ₄	Very easily ₅
a. Use search engines (e.g., Google)					
b. Find information about local community resources on the Internet *					
c. Find information about my hobbies and interests on the Internet *					
d. Read the news on the Internet					

I can:	Never tried ₁	Not at all ₂	Not very easily ₃	Somewhat easily ₄	Very easily ₅
e. Make purchases on the Internet					
f. Bookmark websites to find them again later (e.g., make favorites)					
g. Save text and images I find on the Internet					

5. Calendar

I can:	Never tried ₁	Not at all ₂	Not very easily ₃	Somewhat easily ₄	Very easily ₅
a. Use a computer to enter events and appointments into a calendar *					
b. Check the date and time of upcoming and prior appointments *					
c. Set up alerts to remind me of events and appointments					

6. Entertainment

I can:	Never tried ₁	Not at all ₂	Not very easily ₃	Somewhat easily ₄	Very easily ₅
a. Use a computer to play games					
b. Use a computer to watch movies and videos *					
c. Use a computer to listen to music *					