

SOFTWARE SKILLS SHEET

Show the **number of years'** experience on each line.
Circle Basic (B), Intermediate (I), Advanced (A)

OPERATING SYSTEMS

_____ MS/Windows _____ Linux _____ macOS

WORD PROCESSING

_____ Word B I A
_____ WordPerfect B I A
_____ Other

SPREADSHEET/ACCOUNTING

_____ Excel B I A
_____ Quicken B I A
_____ QuickBooks B I A
_____ Microsoft
_____ Dynamics / GP B I A
_____ Timberline B I A
_____ SageMAS90 B I A
_____ ACCPAC B I A
_____ Other

GRAPHICS PRESENTATION

_____ PowerPoint B I A
_____ CorelDraw B I A
_____ Google Slides B I A
_____ Other

DATABASES

_____ Access B I A
_____ Approach B I A
_____ SQL Database B I A
_____ Oracle B I A
_____ SAP - Database B I A
_____ Other

DESKTOP PUBLISHING

_____ PageMaker B I A
_____ Adobe Photoshop B I A
_____ Corel Draw B I A
_____ Other

COMMUNICATIONS

_____ E-Mail B I A
_____ Outlook B I A
_____ G-mail B I A
_____ Internet B I A
_____ Social Media B I A
_____ MS Teams B I A
_____ Other

Check the statement that best describes your experience

WORD PROCESSING

Which of the following have you worked with?

_____ Memos/Letters
 _____ 10 + Page Documents
 _____ Bids, Proposals, Presentations
 _____ Multiple Column Documents
 _____ Tables
 _____ Mail Merge

SPREADSHEETS

Which of the following have you worked with?

_____ Data Entry
 _____ Creating Formulas
 _____ Database Functions (sorting, query)
 _____ Creating Macros

Have you worked on any network systems?
 Yes No

Name: _____

Date: _____