

## IT BASIC SKILLS

**Total number of responses to the survey: 1228**

	# of Respondents Who Use the Basic Skills	# of Respondents Who Need Basic Training	% of All Respondents Who Need Basic Training	% of Respondents Using the Skill Who Need Basic Training
<b>USING WINDOWS &amp; LOGGING ON TO THE NRC NETWORK</b>				
Using the mouse	1186	23	2	2
Changing local area network password	1169	110	9	9
Using the "Start" button to locate applications	1180	85	7	7
Using Windows NT Explorer	1146	285	23	25
<b>USING E-MAIL</b>				
Opening messages	1188	7	1	1
Sending messages	1188	14	1	1
Replying to messages	1187	12	1	1
Reading attached messages	1186	17	1	1
Sending to non-NRC addresses	1166	140	11	12
Attaching files to messages	1181	43	3	4
Saving attachments	1185	54	4	5
Archiving messages	1126	271	22	24
<b>USING AN INTERNET BROWSER</b>				
Locating information on the Web	1155	221	18	19
Printing Web pages/frames	1150	209	17	18
Bookmarking Web pages	1148	165	13	14
<b>USING ADAMS</b>				
Logging into ADAMS	1117	233	19	21
Finding a document in ADAMS	1098	429	35	39
<b>USING WORD PROCESSORS</b>				
Creating a document	1135	34	3	3
Saving a document	1134	20	2	2
Printing a document	1135	12	1	1
Creating outlines or bulleted lists	1097	258	21	24
Opening multiple documents and switching from one to another	1113	114	9	10
Marking, cutting, and pasting text from one document to another	1125	93	8	8
Using the Spell-Check feature	1136	36	3	3
<b>USING PRESENTATIONS/SLIDES APPLICATIONS</b>				
Using the "Wizard" for:				
Creating a slide show	811	299	24	37
Creating speaker notes	801	339	28	42

**JOB-SPECIFIC SKILLS**

	# of Respondents Who Use the Basic Skills	# of Respondents Who Need Basic Training	% of Respondents Using the Skill Who Need Basic Training
<b>USING SPREADSHEET APPLICATIONS</b>			
Creating a spreadsheet	799	227	28
Calculating formulas in the spreadsheet	777	248	32
Formatting spreadsheets and reports	771	304	39
<b>USING DATABASE APPLICATIONS</b>			
Using the "Wizard" for:			
a) Creating a database	670	250	37
b) Querying a database	686	265	39
c) Formatting and printing reports	690	275	40
d) Importing and exporting data	669	285	43
e) Filtering and sorting data	676	281	42