

Thousand Oaks Personal Computer Club (TOPCC) - Survey

Part I – What programs do you use?

Check the boxes for the programs you use. If you know the version of the program, enter it also. If you don't use a particular type of application, you can leave it blank. Results of the survey will be published in the newsletter and/or our web site.

Word Processing

- Claris Works version _____
- Corel WordPerfect version _____
- Lotus Ami Pro version _____
- Lotus Word Pro version _____
- Microsoft Word version _____
- Microsoft Works version _____
- _____ version _____

Spreadsheet

- Claris Works version _____
- Corel Quattro Pro version _____
- Lotus 1-2-3 version _____
- Microsoft Excel version _____
- Microsoft Works version _____
- _____ version _____

Database

- Claris Works version _____
- Claris Filemaker Pro version _____
- Corel Paradox version _____
- Lotus Approach version _____
- Microsoft Access version _____
- Microsoft Fox Pro version _____
- Microsoft Works version _____
- _____ version _____

Presentation / Slide Show

- Claris Works version _____
- Corel Presentations version _____
- Lotus Freelance version _____
- Microsoft PowerPoint version _____
- Microsoft Works version _____
- _____ version _____

Web Browser

- America Online version _____
- CompuServe version _____
- MS Internet Explorer version _____
- Netscape Nav./Comm. version _____
- _____ version _____

Internet Service Provider (ISP)

- America Online version _____
- CompuServe version _____
- Earth Link version _____
- Prodigy version _____
- _____ version _____

Operating System

- Linux version _____
- MS-DOS version _____
- OS/2 version _____
- Windows version _____
- _____ version _____

Other Programs You Use (fill in names)

- Anti-Virus _____
- Desktop Publishing _____
- E-Mail _____
- Financial Planning _____
- Games _____
- Paint / Graphics _____
- Utilities _____
- _____
- _____
- _____
- _____

**Please turn over and fill out
other side also!**

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Part II – What Do You Want to Learn About?

Let us know what you would like to learn about in upcoming meetings.

Word Processing

- Basic word processing concepts
- Advance topics like mail merge, using “styles” in Microsoft Word, inserting pictures.
- _____

Spreadsheet

- Basic spreadsheet concepts
- Advanced topics like formatting options, sorting, complex calculations, importing data.
- _____

Database

- Basic database concepts
- Advanced topics like creating custom reports and forms, importing data.
- _____

Browsing the Internet

- Basic Internet concepts
- Features of a browser program; features of an e-mail program
- Search tips / finding what you want
- How to download files; how to retrieve e-mail attachments
- _____

PC Maintenance

- Running Scandisk, Defrag, and other utilities
- Troubleshooting
- Virus checking
- _____

Hardware

- Installing printers and other peripherals
- Installing memory, hard drives, and other internal components
- _____

Other Topics

- Games – what to do if you get stuck (i.e. how to cheat!)
- _____
- _____