

FREE SELF-CHECK

Bryan Teaches AI

Practical technology
education

Workplace Computer Confidence Self-Check

Check the everyday computer tasks that matter most at work. This is not a test of intelligence. It is a practical way to spot what would be worth practicing next.

Files and folders

- ☐ Create a folder with a clear name
- ☐ Save a document where you can find it again
- ☐ Rename a file without changing the file type
- ☐ Find a downloaded file
- ☐ Attach a saved file to an email

Email and meetings

- ☐ Write a clear email subject line
- ☐ Reply without accidentally using Reply All
- ☐ Open a calendar invitation and find the meeting time
- ☐ Join a Zoom or Teams meeting
- ☐ Mute, unmute, use chat, and leave a meeting

Documents and forms

- ☐ Open and edit a simple document
- ☐ Use copy, paste, undo, save, and find
- ☐ Complete a basic online form
- ☐ Download or save a PDF
- ☐ Upload a file when a website asks for one

Safety and recovery

- ☐ Notice urgency or pressure in a suspicious message
- ☐ Avoid sharing passwords or verification codes
- ☐ Check a sender before opening an attachment
- ☐ Use a trusted website or phone number instead of a surprise link
- ☐ Ask for help without sharing private information
- ☐ Pause instead of clicking rapidly
- ☐ Read the message on the screen
- ☐ Use Undo, Back, Cancel, or close the active window safely
- ☐ Search for help using specific words
- ☐ Explain what worked so you can repeat it

How to read your score

0-10 checked	Start with patient guided practice. Level 1 is built for this starting point.
11-19 checked	You have useful pieces. The next step is connecting them into complete workflows.
20-25 checked	You likely have the basics. Practice speed, safety, and confidence under realistic conditions.

Want guided practice with these skills? Ask about Level 1: Workplace Computer Confidence - bryanteachesai.com