

**IT TECHNICAL ASSISTANT TRAINEE - 15019
Supplemental Questionnaire (SQ2)**

Applicants must complete this form in addition to the San Bernardino County Employment Application and regular Supplemental Questionnaire. This application and supplemental questionnaire will provide the basis for a competitive evaluation of qualifications. Only the highest rated candidates will receive further consideration. Resumes are **not** an acceptable substitute. **Work experience must also be clearly described on the San Bernardino County Application form in order for applications to be considered.**

Indicate the frequency in which you perform(ed) the following computer application tasks.

Microsoft Word

Task	Daily	Weekly	Monthly	Occasionally	Never
1. Set paragraph text flow and add borders and shading to paragraphs	<input type="checkbox"/>				
2. Record, run, edit, delete, copy and rename macros	<input type="checkbox"/>				
3. Customize toolbars and menus	<input type="checkbox"/>				
4. Create and manage templates	<input type="checkbox"/>				
5. Insert and modify charts	<input type="checkbox"/>				
6. Insert and modify graphics	<input type="checkbox"/>				
7. Use bookmarks and fields	<input type="checkbox"/>				
8. Create footnotes, endnotes or table of contents	<input type="checkbox"/>				
9. Import and export files; paste links and embed information	<input type="checkbox"/>				
10. Share documents, track changes to documents and work with different document versions	<input type="checkbox"/>				
11. Work with data in tables, sort tables and text	<input type="checkbox"/>				
12. Create, edit and manage mail merge data and documents	<input type="checkbox"/>				

Microsoft Excel

Task	Daily	Weekly	Monthly	Occasionally	Never
1. Sort and manage data in lists	<input type="checkbox"/>				
2. Filter and query data	<input type="checkbox"/>				
3. Use outlines on worksheets	<input type="checkbox"/>				
4. Use lookup and database functions	<input type="checkbox"/>				
5. Use PivotTables to display and chart data	<input type="checkbox"/>				
6. Use data tables and scenarios to make projections about data	<input type="checkbox"/>				
7. Protect worksheets and workbooks	<input type="checkbox"/>				
8. Create and use macros	<input type="checkbox"/>				
9. Create and use templates	<input type="checkbox"/>				
10. Import and export information and documents	<input type="checkbox"/>				
11. Create and modify data maps	<input type="checkbox"/>				
12. Work with custom views and Report Manager	<input type="checkbox"/>				

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Microsoft PowerPoint

Task	Daily	Weekly	Monthly	Occasionally	Never
1. Insert and edit animated pictures or movies	<input type="checkbox"/>				
2. Insert sounds	<input type="checkbox"/>				
3. Work with slide and title masters	<input type="checkbox"/>				
4. Work with handouts master or notes master	<input type="checkbox"/>				
5. Create custom backgrounds and color schemes	<input type="checkbox"/>				
6. Import Excel charts and data	<input type="checkbox"/>				
7. Insert text from Word	<input type="checkbox"/>				
8. Link objects	<input type="checkbox"/>				
9. Create action buttons and hyperlinks	<input type="checkbox"/>				
10. Pack a presentation or save for use on the Internet	<input type="checkbox"/>				
11. Create and run macros	<input type="checkbox"/>				
12. Create or customize toolbars or menus	<input type="checkbox"/>				

Microsoft Outlook

Task	Daily	Weekly	Monthly	Occasionally	Never
1. Work with Newsreader	<input type="checkbox"/>				
2. Customize Outlook components	<input type="checkbox"/>				
3. Design and manage forms	<input type="checkbox"/>				
4. Import and Export Information	<input type="checkbox"/>				
5. Manage Delegates	<input type="checkbox"/>				
6. Archive and Retrieve items	<input type="checkbox"/>				
7. Work with Personal, Public and Net folders	<input type="checkbox"/>				
8. Create rules for incoming email conditions	<input type="checkbox"/>				

Microsoft Project

Task	Daily	Weekly	Monthly	Occasionally	Never
1. Create a basic project schedule with tasks and task relationships	<input type="checkbox"/>				
2. Edit and organize a project	<input type="checkbox"/>				
3. Assign resources to the tasks in a project	<input type="checkbox"/>				
4. Use project views to get information about a project	<input type="checkbox"/>				
5. Format a project	<input type="checkbox"/>				
6. Print views, calendars and reports	<input type="checkbox"/>				

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Microsoft Access

Task	Daily	Weekly	Monthly	Occasionally	Never
1. Open an existing database and define database objects	<input type="checkbox"/>				
2. Create a database manually or using the Database Wizard	<input type="checkbox"/>				
3. Create tables manually or using Table Wizard	<input type="checkbox"/>				
4. Edit and print tables	<input type="checkbox"/>				
5. Customize appearance and design of a table	<input type="checkbox"/>				
6. Create, manage and modify table relationships	<input type="checkbox"/>				
7. Create customized filters and queries	<input type="checkbox"/>				
8. Query records using expressions	<input type="checkbox"/>				

Web Designer Tools

Task	Daily	Weekly	Monthly	Occasionally	Never
1. Create and/or manage a web site	<input type="checkbox"/>				
2. Create and format a web page layout	<input type="checkbox"/>				
3. Create and implement forms	<input type="checkbox"/>				
4. Create, manage and modify html tags	<input type="checkbox"/>				
5. Create Cascading Style Sheets (CSS)	<input type="checkbox"/>				
6. Create or use hyperlinks, bookmarks, lists, graphics	<input type="checkbox"/>				
7. Create tables, framed pages, shared borders, layers	<input type="checkbox"/>				
8. Publish web site with FTP and/or HTTP	<input type="checkbox"/>				

Adobe Photoshop/ImageReady

Task	Daily	Weekly	Monthly	Occasionally	Never
1. Design, create & edit various graphics, web buttons	<input type="checkbox"/>				
2. Apply layer effects to images	<input type="checkbox"/>				
3. Change an image's dimensions and resolution	<input type="checkbox"/>				
4. Work with paths, masks, filters & transparency	<input type="checkbox"/>				
5. Change or customize color management settings	<input type="checkbox"/>				
6. Use shape tools and shape layers	<input type="checkbox"/>				
7. Use ImageReady to optimize web files	<input type="checkbox"/>				
8. Create slices, image maps, rollovers & animations	<input type="checkbox"/>				

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Adobe Illustrator

Task	Daily	Weekly	Monthly	Occasionally	Never
1. Create vector paths, draw & paint with vector shapes	<input type="checkbox"/>				
2. Apply effects to images ex.: 3D effect	<input type="checkbox"/>				
3. Use painting and drawing tools to create logos, mosaics and isometric drawings	<input type="checkbox"/>				
4. Work with clipping masks and opacity masks	<input type="checkbox"/>				
5. Vectorize photos and graphics	<input type="checkbox"/>				
6. Produce graphics for web as well as for printing	<input type="checkbox"/>				

Adobe Acrobat

Task	Daily	Weekly	Monthly	Occasionally	Never
1. Create a PDF from Word, Excel, PowerPoint, Scanner, etc.	<input type="checkbox"/>				
2. Combine/Split one or more PDF documents	<input type="checkbox"/>				
3. Compress/Optimize a PDF	<input type="checkbox"/>				
4. Create bookmarks, adjust the location of pages	<input type="checkbox"/>				
5. Create fillable PDF Forms	<input type="checkbox"/>				
6. Create fillable PDF Forms with calculations	<input type="checkbox"/>				

Indicate in the table below the amount of experience with applications/programs/languages listed, and indicate the highest version used.

Tools	# Months	Version		# Months	Version
Microsoft Word			Microsoft Visio		
Microsoft Excel			Microsoft Web Designer Tools		
Microsoft PowerPoint			Adobe Photoshop		
Microsoft Outlook			Adobe ImageReady		
Microsoft Project			Adobe Illustrator		
Microsoft Access			Adobe Acrobat (not Reader)		

Certificate of Applicant: I certify that all statements made in this supplemental questionnaire (SQ2) are true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal.

Name (print): _____

Signature: _____

Date: _____