

Using the Matrix: Identify the statement in columns A-D that best describes your use of the technology categories. If you primarily identify with statements from the A or B columns, you may benefit from Business Tech Essentials. If you identify with more statements in the C or D columns, Business Tech Essentials may serve as a review of your existing knowledge.

	A	B	C	D
File Management <i>Saving and organizing files on a desktop, cloud or other network</i>	I know how to manage files on a computer desktop or on my phone's "Files". I don't use cloud storage.	I know how to manage files on my desktop or on my phone, but I'm not sure if they are on my machine or in the cloud.	I know how to manage files on my desktop or on my phone, and I can tell where I'm saving them.	I utilize multiple cloud storage options and can easily navigate between them
Data Security <i>Creating and creating secure passwords, using dual authentication, avoiding phishing</i>	I have some accounts that use passwords. I create passwords by coming up with them myself. I do not know how to identify a phishing email or other scam. I may have used Dual Authentication.	I have many accounts that use passwords. I manage and generate my passwords (I make them up myself and write them down). I need assistance to identify phishing or other scams. I may have used Dual Authentication.	I have many accounts that use passwords. I manage my passwords with a password management app. I know how to identify phishing and other scams. I am familiar with Dual Authentication.	I manage my passwords with a secure password management app. I am confident in my ability to determine if a communication is legitimate. I am familiar with Dual Authentication practices.
Word & Data Processors <i>Word processors include Pages, Microsoft Word, Google Docs, e.g.</i> <i>Data Processors include Excel, Google Sheets, Numbers e.g.</i>	I use a Word Processor infrequently for documents like letters, academic papers, or essays. I use a Data Processor infrequently for lists, creating grid-based charts	I use a Word Processor occasionally. I may use it for letters, academic papers, and essays. I use a Data Processor occasionally for lists, creating grid-based charts	I use a Word Processor occasionally. I may use it for creating forms or templates. I use a Data Processor for managing data like a budget. I know how to insert pre-set formulas (MEAN or SUM, e.g.)	I use a Word Processor frequently. I may use it for creating forms and templates, and embedded elements like charts, hyperlinks. I use a Data Processor frequently for managing data using formulas and pivot tables
Communications <i>Email, Outlook, Slack, Teams, Discord e.g.</i>	I occasionally use email for personal and/or professional communication.	I frequently use email for personal and/or professional communication. I occasionally use something like Slack.	I often use multiple email accounts and channels.	I often use multiple email accounts and channels. I know how to set up auto-reply, sync my accounts to my calendar, and other functions
Your comfort level with learning new technologies	I prefer to use tools that I am comfortable with.	I prefer to use tools that I am comfortable with, but I've adopted a few new tools in the last year.	I try out new tools on a regular basis. I can usually navigate them with assistance until I gain confidence.	I try out and incorporate new tools into my work on a regular basis. I am confident adopting new tools.